

5:30 Public Hearing for the Acceptance for Expenditure of Unanticipated Funds over \$10K

8/22/2022

PUBLIC HEARING FOR THE PURPOSE OF AUTHORIZING:

(1) The acceptance for expenditure of unanticipated funds under RSA 31:95-b for the following:

\$859,030.92 Federal Grant - LFRF Grant - Traunch 2nd Payment
Funding from the American Rescue Plan Act (ARPA) - COVID19 Local Fiscal Recovery Funds (LFRF) for the following purposes:
A) Support public health expenditures, B) Address negative economic impacts caused by the public health emergency, C) Replace lost public sector revenue, D) Provide premium pay for essential workers, E) Invest in water, sewer, and broadband infrastructure.
The exact purposes, based on the above, will be determined by the Board of Selectmen.
The grant period is from January 1, 2021 through December 31, 2024.
No match is required.

\$284,459.17 7/2022 Additional Highway Block Grant - State (SB401)
Monies to be used for maintenance, construction, and reconstruction of Class IV and V highways or acquiring the equipment necessary to maintain Class IV and V roads not budgeted and approved for the Town's FY2022. The monies are to be used for these specific highway municipal needs.
The funds are non-lapsing.

(2) The acceptance of gifts of property under RSA 31:95-e for the following:

None at this time.

5:40 Proposed Historical Assessment of the Laurel/Abbot Schoolhouse - Heritage Commission

The Heritage Commission is requesting to utilize \$1,951.24 of the \$10,000 donation from the Keyes Memorial Trust donation. These funds would be used to match a grant from the NH Preservation Alliance for a full assessment of the Abbott/Laurel Schoolhouse.

Thank you,

~Katherine Kokko

PRESERVATION COMPANY

22 July 2022

Katherine Kokko – via email: katherine.kokko@gmail.com
Milford Heritage Commission
Town of Milford
1 Union Square
Milford, NH 03055

RE: *Abbott/Laurel Schoolhouse Assessment*

Dear Katherine:

Here is a proposal to help you with an assessment of the Abbott/Laurel Schoolhouse. I've chosen to say help you with the assessment as the Heritage Commission has done so much work already. It is quite wonderful to see a Heritage Commission capable of taking action—it is going to make our work with you much more interesting—and easier! We will need to lean on the Commission to help get the bids that are needed to complete the assessment, so I'm glad you enjoy this work.

Take a look at this proposal and see if it is what you had in mind.

Respectfully submitted,



Lynne Emerson Monroe
LEM:tjh

cc. David Palance <davidpalance@comcast.net>
Nicole Flynn <nf@nhpreservation.org>

Preservation Company
Sunny Knoll
5 Hobbs Road
Kensington, NH 03833
603-778-1799
PreservationCompany@comcast.net



www.PreservationCompany.com

Project Understanding

The Milford Heritage Commission is seeking a Historic Building Assessment Report for the Abbott/Laurel Schoolhouse, located on Shephard Street. The Abbott/Laurel Schoolhouse, dating to ca. 1862, was one of the eight town schools in districts laid out in 1846. This building replaced an earlier building and was originally located on what is now Ponemah Hill Road. It was moved to Shephard Street in 1898 and has been used as the meeting place for the local Boy Scout Troop since 1952, just after it ceased being used as a school.



The Abbott/Laurel Schoolhouse via Google Streetview images

The Milford Heritage Commission recently completed a NHDHR survey form and NHDHR determined that the schoolhouse is eligible for the NH State Register. The commission intends to raise money to properly maintain the building by having the windows restored and addressing several other maintenance items. The commission intends to apply for a matching grant from the NH Preservation Alliance for the production of a Historic Building Assessment Report. Preservation Company has completed a number of these reports would be pleased to work with the commission on one for the Abbott/Laurel Schoolhouse. The individual survey form includes much of the information needed for the report such as a thorough list of the condition of many of the building's elements, with the history and statement of significance.

Scope Of Work

Preservation Company will prepare an Assessment Report for the Abbott/Laurel Schoolhouse. The report will follow the guidelines set by the NH Preservation Alliance and LCHIP. The scope of work includes a site visit, photography, research, and writing the report. The report will include a history of the building, a summary assessment of the current conditions, and a prioritized list of recommendations with identification of treatments according to the Secretary of the Interior's Standards using the work of the commission. We will work with the commission to gather estimates for recommended work.

Estimate

Labor

Category	<u>Rate*</u>	<u>Hours</u>	<u>Total</u>
Principal	\$109.00	10.0	\$1,090.00
Project Manager	\$98.00	10.0	\$980.00
Architectural Historian	\$87.00	20.0	\$1,740.00
		<u>40.00</u>	
		Total Labor	\$3,810.00

*Includes direct rate plus overhead (98%) and profit (10%)

Costs

Direct expenses will be billed at cost; mileage to be reimbursed at 62.5 cents/mile

Mileage	100 miles	\$62.50
Postage		\$30.00
		<u>\$92.50</u>
	Total Costs	\$92.50
	Total Project Estimate	\$3,902.50



Milford Heritage Commission

Town Hall

1 Union Square

Milford NH 03055

Minutes August 2022

Meeting Date: August 10, 2022, 7:00pm, conducted in the Board of Selectmen Meeting Room & Zoom

Participating:

David Palance, Chairman	Chuck Worcester, Member
Chris Thompson, Member	Herb Adams, Alternate
Sara Weyant-Bunn, Member	Paul Dargie, Board of Selectmen
Paul Liamos, Citizen	Janet Worcester, Citizen
Nate Addonizio, GTM	

Review of Minutes:

The July minutes were reviewed and voted into record as altered.

New Business

Racicot Site Plan and Lot Line Adjustment - 21 Old Wilton Road, Map/lot 14-10

No Heritage Impact

Page/Golden, Minor Subdivision - 267 North River Road, Map/lot 5-6

No Heritage Impact

Sooner Transportation, Major Site Plan – 754-756 Elm St. Map/lot 12-11

The plans presented were incomplete and contained errors. There were no provisions offered as per Town Policy for the visual impact, an elevation view was provided but did not show a colored street view. Plans must be resubmitted when complete.

NH Black Heritage Trail, Trail Marker for Bicentennial Park

After a short discussion on any conflicts of interest, Dave presented the proposal from the NHBHT to add Bicentennial Park as one of the 30 sites already being promoted under the group's 6 town Black Heritage Trail. David Vogt volunteered to take drone photos to help decide where and how the sign will be displayed. Several examples were provided including the discussion on how other towns have celebrated the unveiling. It was suggested to involve the

Historical Society in this planning. The NHBHT expects the marker to cost \$ 2,000 and will pay half the costs. Paul Dargie asked whether the Commission has this money in our budget. Dave says that we are still working out our accounts with the town treasurer (more on this later). Sara volunteered to present this proposal to the Historical Society to gain their assistance with this project.

Old Business

Laurel Schoolhouse (7 Shepard Street):

We are still out at least 2 weeks on the materials for the door and storm windows. Trying to get our accounts reconciled with the town, the numbers came in just before the meeting, they don't align with our accounts. Rather than discussing this in public, Dave and Katherine will work out with Paul Calabria where we may have discrepancies. The intent was to get a confirmation such that we could get the assessment report done to give the Commission a budget for any suggested work.

Dave presented the proposal from Lynne Monroe who is the expert recommended by the Preservation Alliance, (NHPA) to do the assessment of the Schoolhouse. Her proposed price is \$3902.50. The Heritage Commission would pay for half with the Keyes' Donation. The Commission voted to approve this with a NTE of \$4,000 expecting the NHPA grant. Once we get grant confirmation, this will be presented to the BoS.

Steps and Rail – The press release on the stairs has been published on the Town webpage, adding another press release for the tree trimming. The donation for the steps was never presented to the BoS back in December but is on the schedule for the next meeting. Vinny is unresponsive on the railing work.

Bandstand – Seven To Save:

Chris presented modified wording for the Memorandum of Understanding (MoU) to clarify to donors what will be done with donations above what is needed to complete the work. Katherine Kokko sent Chris verbiage to include on the fundraising website to let donors know where extra funds will be deposit if the need arises. Chris will present these changes to the Historical Society.

The needs assessment from Ironwood Restorations was updated by Katherine, in an e-mail she indicated that the estimated completion date for the inspection and report is now September 18th. This report is critical to the planning and implementation of repairs and the budget plans.

Filming of the Bandstand mini documentary by the student, Taylor Austin working closely with the local producer, Joe Cummings. Dave sent her a news articles and photos collected for the Seven -to-Save application and presented her with eight suggestions for people to interview. The initial filming is scheduled for this Sunday, August 14th.

Date of Next Meeting: September 14, 2022

Call to Adjourn: 7:56 PM



Milford Spartan Solar Update Meeting

Select Board Meeting, August 22nd, 2022

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- Overview of Milford Spartan Solar
- History: Working Closely with the Town
- Solar Farm Design: Designed to Meet Standards Set in the Milford Zoning Ordinance
- Preliminary Layout
- Interconnection: Delayed due to Proposed Eversource Policy Changes
- Questions

Overview of Milford Spartan Solar (“MSS”)



Description:

- A proposed 16 MW solar farm:
 - Developed on Town and private land, utilizing ~83 of ~221 acres (approximately 36 and 47 on Town and private land, respectively)
 - Located in a developed area - all land previously under Commerce and Community Overlay District, abuts two gravel pits, and state highway
 - Generation equivalent to electricity use of ~8,800 people (~58% of Milford population)
 - With forthcoming Extension Notice, Project has Lease Option rights until 09/23/23.
- Olivewood is a solar farm developer working with communities in NH and the Northeast.
- Olivewood is currently completing study, design and outreach activities to target an in-service date of late 2024.

Benefits:

- Generate up to \$6.3 million and \$3.2 million in lease and PILOT payments, respectively over the life of the project
- Requires no new infrastructure and minimal to no town services (Lack of infrastructure needed to support some other types of development)
- Opportunities for recreational and town uses - ~70% of the Town land would continue to be controlled by the Town during the lease
- Avoid approximately 0.5 million tons of CO2 emissions; equivalent to planting ~ 1,620 acres of trees over the life of the project
- Opportunities for construction jobs and other local economic development

History: Working Closely With the Town



To Date:

- Town approached multiple developers including Olivewood, for solar and non-solar uses
- Letter of Intent (LOI) with Town signed - November 2018
- Town Meeting Day approvals of the lease negotiations and solar ordinance - March 2019
- Lease option with Town signed - September 2019
- PILOT agreement approved - February 2020
- Zoning Variance approved – July 2020

Tonight's Meeting:

- Introduce the project to new members of the Select Board, and provide updates to those already familiar with the project.
- Receive feedback in advance of future permitting and zoning application hearings.

Moving Forward:

- After resolving the Interconnection, MSS intends to submit permit applications.
- Providing Extension Notice.
- Town will continue to control project approvals with review and approval of specific elements performed by state agencies.

Solar Farm Design: Will Meet Standards Set in the Milford Zoning Ordinance



Safety: Will coordinate with the Town during site plan review (e.g. fencing (also consulting F&G and NHDES) requirements and site access for emergency responders)

Setbacks: Will comply with or exceed requirements

- Wetland Setback: 50 feet and 25 feet from Birch Brook and other wetlands, respectively.
- Parcel boundary setbacks: 30 feet and 15 feet from front and other sides, respectively

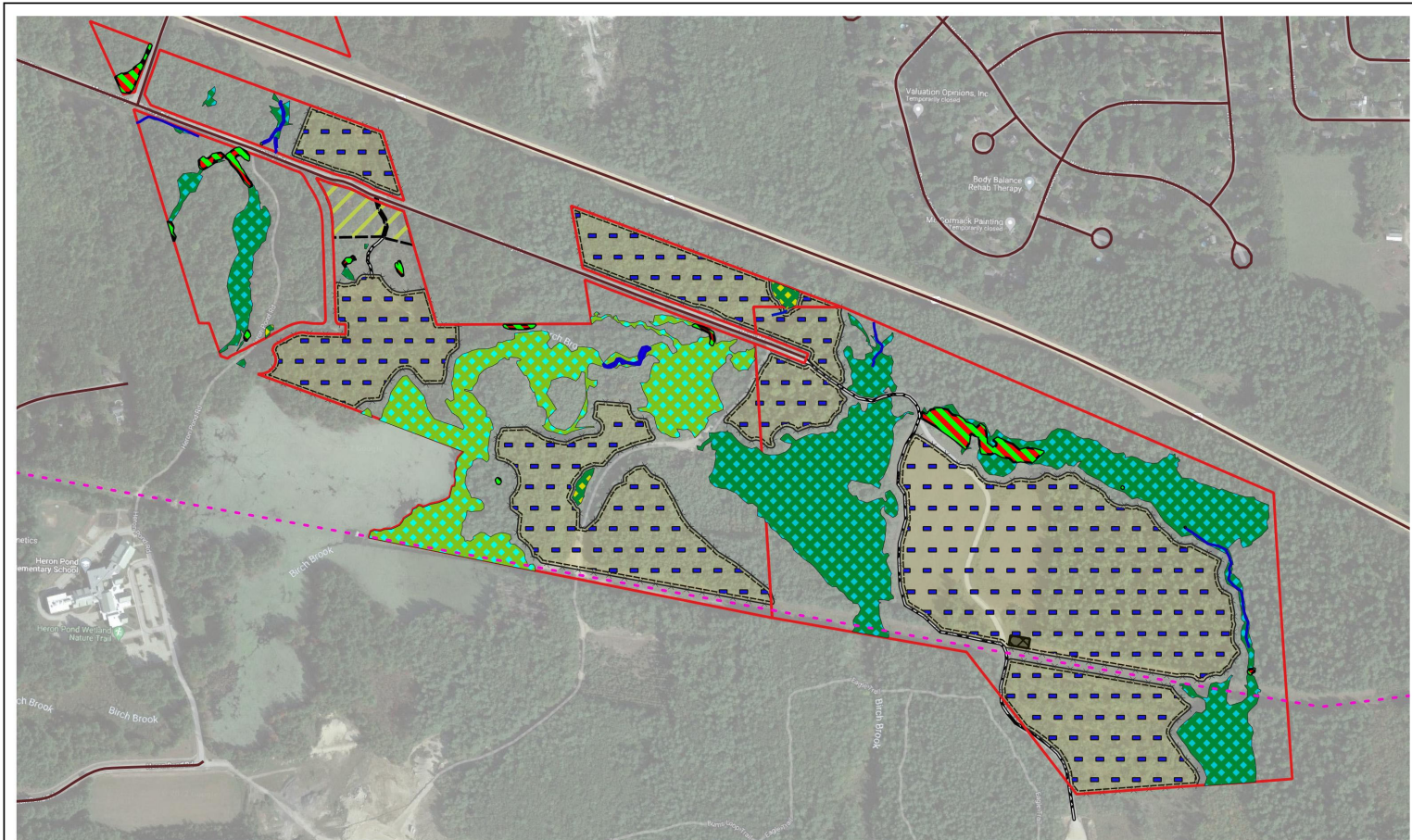
Post-construction: Will include native species consistent with solar farm use

Noise: Little to no additional sound expected, with equipment to be at or below noise requirements, and set back from property boundaries

Visual: Will be screened principally by preserving existing trees and vegetation

Siting: Locating a significant portion of the project on adjacent private land eliminates many potential impacts on the Town land

Preliminary Layout: Feedback and Insights?



Milford Spartan Solar - Project Layout



Project Design

- Preliminary Panel Area
- Fenced Area
- Temp. Construction Laydown
- Access Road Areas
- Interconnection Equipment Area

Environmental

- Delineated Vernal Pools
- Delineated PEM Wetland
- Delineated PFO Wetland
- Delineated PSS Wetland
- Streams & Riverines

Existing Infrastructure

- Public Roads - NH
- 34.5 kV Power Line
- Parcel Boundaries



Milford Spartan Solar, LLC
Layout 4.0A
08/16/2022

DRAFT

Interconnection: Delayed Due to Proposed Eversource Policy Changes



- Eversource is trying to change interconnection requirements:
 - Current/published policy: projects study and pay for upgrades for one path.
 - Proposed policy: projects study and pay for upgrades for two paths.
- Project's study process and interconnection agreement negotiations have been extended/delayed due to the proposed policy change.
 - Interconnection application submitted January 10, 2020.
 - Additional, unnecessary scope to studies.
 - Continuing disagreement regarding contents of interconnection agreement.
- Proposed policy dramatically increases interconnection costs.
- Proposed policy not presented to, reviewed, or approved by New Hampshire regulators prior to Eversource seeking to implement it.
- Policy is based on Massachusetts' policies and goals for clean energy.
- Proposed policy may increase costs to New Hampshire ratepayers.
 - Increased probability of ratepayer costs if Eversource reconfigures distribution system in the future.
 - Reduction in competition due to fewer projects being built.

Questions



- Contact: Dominic LeBel
- Email: Dom@Olivewoodenergy.com
- Phone: (603) 565-5170
- Website: www.olivewoodenergy.com

6:10 Cyber Incident Response Policy - IT Director, Bruce Dickerson

TOWN OF MILFORD
NEW HAMPSHIRE



CYBER INCIDENT RESPONSE POLICY

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Introduction

Purpose

This document describes the Town of Milford's (hereinafter referred to as 'The Town') overall plan for preparing and responding to information security incidents, both physical and electronic. It defines the roles and responsibilities of participants, characterization of incidents, relationships to other policies and procedures, and reporting requirements. The goal of this Cyber Security Incident Response Plan is to prepare for, detect, and respond to security incidents. It provides a framework by which the Incident Response Team (IRT) shall determine the scope and risk of an incident. Then, respond appropriately to that incident, communicate the results and risks to all stakeholders, and reduce the likelihood of an incident from occurring or reoccurring.

Scope

This plan applies to the electronic and physical components of the Town's information systems and networks, and any person or device that gains access to these systems or data. This applies only to the Town of Milford. The Milford School system is under alternative management and is not applicable under this plan.

Maintaining Currency

It is the responsibility of the IT Director to maintain and, if necessary, revise this policy annually, to ensure that it is always in a ready state.

Definitions

Event

An event is an exception to the normal operation of infrastructure, systems, or services. Not all events become incidents.

Incident

An incident is an event that, as assessed by the staff, violates the policies of the Town as related to Information Security, Physical Security of IT components, or Acceptable Use; other Town policy, standard, code of conduct; or threatens the confidentiality, integrity, or availability of information systems. Incidents are categorized according to their potential for the exposure of protected data or the criticality of the resource, using a four (4) level system of: 1- Low; 2 - Medium; 3 - High; 4 - Extreme.

Incidents can include:

- 1) Malware/viruses/Trojans
- 2) Ransomware
- 3) Successful Phishing Attack
- 4) Unauthorized electronic access to Town Information System hardware
- 5) Breach of information
- 6) Unusual, unexplained, or repeated loss of connectivity
- 7) Unauthorized physical access
- 8) Loss or destruction of physical files, etc.
- 9) Town email compromise

Evidence Preservation

The goal of any incident response is to reduce and contain the impact of an incident and ensure that information security related assets are returned to service in the timeliest manner possible. The need for a

rapid response and return to operation is balanced by the need (if possible) to collect and preserve evidence in a manner consistent with state and federal laws, and to abide by legal and administrative requirements for documentation and chain-of-custody.

Incident Response

The Incident Response Life Cycle consists of a series of phases. There are distinct sets of activities that will assist in the handling of a security incident, from start to finish. These include Preparation, Detection and Analysis, Containment, Eradication, and Recovery, and Post-Incident Activity.

► Preparation

Preparation includes those activities that enable the Town to respond to an incident. These include a variety of policies, procedures, tools, as well as governance and communications plans. The Town utilizes several mechanisms to prevent, as well as prepare to, respond to an incident.

- *Security Awareness Training*: The Town requires bi-monthly security awareness training provided through KnowBe4. This training covers phishing threats as they become known. New employees are required to complete training that covers phishing, social engineering, ransomware and other threats.
- *Malware/Antivirus/Spyware Protections*: All information system terminals, as well as key information flow points on the network are protected by continuous defense against malware/antivirus/spyware and other known malicious attacks. These defense mechanisms are kept up to date without the need for end user intervention, and end users are restricted from accessing, modifying, disabling, or making other changes to the defense mechanisms.
- *Firewalls and Intrusion Prevention Devices (IPD)*: Multiple firewalls and IPD are in place within the network to provide the necessary depth of defense. IT Department keeps all firewalls and IPD up to date with the latest security patches and other relevant upgrades, as well as maintain an active backup of the latest security configuration.
- *Physical Security Measures*: All locations within the Town that house information systems are secured. Access to these secured areas and information systems are a need-to-know/need-to-share basis and required agency authorized credentials for access and are under the direct control and management of the Town.
- *Event Logs*: Event logging is maintained at all applicable levels.
- *Patching/Updating*: Systems shall be patched and updated as new security patches and hot fixes are released. Any software or hardware product that reaches the end of the manufacturers service and support life for patching will be deemed out-of-compliance and replaced.

Staffing

The Town will strive to maintain adequate staff levels and third-party support to investigate each incident to completion and communicate its status to other parties while it continues to monitor the tools that detect new events.

Training

No incident response capability can be effectively maintained over time without proper and ongoing training. The continuous improvement of incident handling processes implies that those processes are periodically reviewed, tested, and translated into recommendations for enhancements. All Town staff will participate in initial security awareness training upon initial employment as well as on a bi-monthly basis via simulated phishing tests. Additional security awareness training on topics such as recognizing and reporting incidents, safety protocols and other topics is provided as needed. Procedures for reporting and handling incidents will be provided and post-incident findings may be incorporated into policy and procedure.

► Detection and Analysis

Detection

Detection is the discovery of an event with security tools or through notification by an inside or outside party about a suspected incident. The determination of a security incident can arise from one or several circumstances simultaneously. Means by which detection can occur include:

- Trained personnel reviewing collected event data for evidence of compromise.
- Software applications analyzing events, trends, and patterns of behavior.
- Intrusion Protection/Intrusion Detection devices alerting to unusual network or port traffic.
- The observation of suspicious or anomalous activity within a Town facility or on a computer system.

Incidents detected by anyone other than the IT Department shall report the incident to the IT Department or his/her designee IMMEDIATELY, as a quick response to an incident is critical. Specific procedures are listed in Appendix C. The detection of an incident with a severity level of 2 or higher requires the immediate activation of the IRT as listed in Appendix B.

It is imperative in this phase:

- To detect whether a security incident has occurred.
- To determine the method of attack.
- To determine the impact of the incident to the mission, systems, and personnel involved in the incident.
- To obtain document information concerning regarding attack modes and methods.

Analysis

Analysis of the incident indicators will be performed in a manner consistent with the type of incident. In the event of a physical incident, appropriate steps will be taken to determine weaknesses in either the physical security of the facility, its monitoring tools, or its training programs to assess areas for process improvement or change. For an electronic incident of level 3 or 4, Town will utilize NH Primex to perform static and dynamic analysis of malicious code, a review of information system boundary protections, determination of source code if applicable, the depth and breadth of the attack, if the attack has migrated to other systems on or off the network, and any other tasks appropriate to the type of incident experienced. These analyses can be performed either manually or utilizing automated tools dependent upon the situation, timeliness, and availability of resources. NH Primex may be utilized for electronic incidents of level 2, depending on severity and circumstances.

Incident Categories

An incident will be categorized as one of four severity levels. Categorization is initially completed by IT Department, the IRT will either confirm or change the categorization at the earliest possible time. These severity levels are based on the impact to The Town and can be expressed in terms of financial impact, impact to trust by The Town's customers and citizens, impact to services and/or performance of mission functions, impact to The Town's image, etc. The below table provides a listing of the severity levels and a definition of each severity level.

Severity Level	Description
1 (Low)	Incident where the impact is minimal. Examples may be e-mail SPAM, isolated virus infections, etc.
2 (Medium)	Incident where the impact is significant. Examples may be a delayed or limited ability to provide services, inability to meet the Town's mission, delayed delivery of critical electronic mail or data transfers, etc.
3 (High)	Incident where the impact is severe. Examples may be a disruption to the services and/or performance of our mission functions, the Town's proprietary or confidential information has been compromised, a virus or worm has become widespread and is affecting over 10 percent of employees, Public Safety systems are unavailable.
4 (Extreme)	Incident where the impact is catastrophic. Examples may be a shutdown of all The Town's network services. The Town's proprietary or confidential information has been compromised and published in/on a public venue or site. Public safety systems are unavailable. Executive management may make a public statement if needed.

► Containment, Eradication, and Recovery

Any time a suspected event occurs, day or night, immediately shut down the offending PC by either holding the power button in for 5 seconds or unplugging its power cord. The person discovering the incident shall then contact the IT Department. The IT Department will coordinate notification of the Town Administrator as well as NH Primex to file a cyber liability claim in the event the severity level is 2 or higher. If the IT Department is unavailable, the person will then notify his/her Department Head. The DH will attempt to first contact the IT Dept, secondly the Town Administrator. If both are still unavailable, the Department head shall contact NH Primex directly to file a cyber liability claim, regardless of severity level. NH Primex will aid in determining the applicable severity level and assist until IT Department is available. Once the incident has been contained and the offending system disconnected from the Town's network information systems, a security incident report will be completed and submitted to NH Primex and MS-ISAC for further analysis. Internal IT Department will work in partnership with NH Primex during the process until all known incidents have been resolved.

Containment

The IT Department, in tandem with NH Primex, is responsible for overseeing the containment and will document all containment activities during an incident. In the event that the IT Department is unavailable, the Dept head responsible will document as much information as possible.

Containment activities for security incidents involve decision-making and the application of strategies to help control attacks and damage, cease attack activities, or reduce the impact or damage caused by the incident. This requires intelligence gathered by the detection and analysis phases of the incident - for example, identification of affected hosts, identification of attacking hosts or attackers, identification of malware and its capabilities, and identification and monitoring of attacker communication channels. In most cases, it is important to introduce containment solutions all at once, as attackers may escalate their attack activity if deployment of the strategy is delayed.

Eradication

The IT Department, in tandem with NH Primex, is responsible for overseeing the eradication and will document all eradication activities during an incident.

Eradication efforts for a security incident involve removal of latent threats from systems (such as malware on the system and user accounts that may have been created), identifying and mitigating potential vulnerabilities or misconfigurations that may have been exploited, and identification of other hosts that may have been affected within the organization.

Recovery

The IT Department, in tandem with NH Primex, is responsible for overseeing the recovery and will document all recovery activities during an incident. Recovery efforts for incidents will involve the restoration of affected systems to normal operation. This is dependent upon the type of incident experienced but may include actions such as restoring systems from backups, rebuilding systems from an agency approved baseline, replacing compromised files with clean versions, installing patches, changing passwords, and increasing network perimeter and host-based security.

► Post-Incident Activity

NH Primex and its IT Security sub-contractor are responsible for documenting and communicating post-incident activity.

Post-incident activities will occur after the detection, analysis, containment, eradication, and recovery from a security incident. One of the most important phases of incident response, post-incident activities involve the reflection, compilation, and analysis of the activities that occurred leading to the security incident, and the actions taken by those involved in the security incident, including the incident response team. Important items to be reviewed and considered for documentation are:

- Exactly what happened, and at what times?
- How well did staff and management perform in dealing with the incident?
- What information was needed sooner?
- Were any steps or actions taken that might have inhibited the recovery?
- What should be done differently the next time a similar incident occurs?
- How could information sharing with other organizations have been improved?
- What corrective actions can prevent similar actions in the future?
- What precursors or indicators should be watched for in the future to detect similar incidents?
- What additional tools or resources are needed to detect, analyze, and mitigate future incidents?

Post-incident activities will be incorporated into future training opportunities for all parties involved in the incident, from victims to system administration personnel and incident responders.

Escalation

The IT Department is responsible for recommending incident escalation as necessary at any point during an incident. When the IT Department determines that escalation is necessary and dependent on the current severity level, they shall notify the necessary members of the IRT, who will make the final determination concerning escalation. While the recommendation is under review by the IRT, the IT Department shall respond as if the recommendation to escalate has been approved. The escalation process will be initiated to involve other appropriate resources as the incident increases in scope and impact. Incidents should be handled at the lowest escalation level that can respond to the incident with as few resources as possible in order to reduce the total impact and maintain limits on cyber-incident knowledge. The table below defines the escalation levels with the associated team members involvement.

Severity Level	Response Team Member Involvement	Description
1 (Low)	<ul style="list-style-type: none"> • IT Department Staff and/or Contractor 	Normal operations.
2 (Medium)	<ul style="list-style-type: none"> • IT Department Staff and/or Contractor • Involved Department Head • NH Primex 	Reference Incident Category descriptions on page 5.
3 (High)	<ul style="list-style-type: none"> • IT Department Staff and/or Contractor • Department Head • Town Administrator • NH Primex 	Reference Incident Category descriptions on page 5.
4 (Extreme)	<ul style="list-style-type: none"> • IT Department Staff and/or Contractor • Department Head • Town Administrator • Legal Contact • NH Primex 	Reference Incident Category descriptions on page 5.

The IRT will consider several characteristics of the incident before escalating the response to a higher level. They are:

- 1) How widespread is the incident?
- 2) What is the impact to Town operations?
- 3) How difficult is it to contain the incident?
- 4) How fast is the incident propagating?
- 5) What is the estimated financial impact to the Town?
- 6) Will this negatively affect the Town's image?

Approved:

(Mark Bender), Town Administrator

Date

Appendix A: NH Primex Cybersecurity Incident Reporting Procedures



Cybersecurity Incident Reporting Procedures

Cybersecurity breaches are very serious and continue to be on the rise. In the event you experience such an occurrence or suspect one, please follow the procedures outlined below.



In the event of a **SUSPECTED** or **ACTUAL** attack, call as soon as possible to prevent further damage!



Our Claim Department stands ready to assist you. Primex³ will arrange for technical forensic, legal, communication, and negotiation response, if applicable, as part of your Property and Liability coverage. This can be accomplished 24/7 with one call to Primex:

603-225-2841 or 1-800-698-2364

Additional Notifications

■ LAW ENFORCEMENT:

The incident can be reported to your local law enforcement department, but for investigation of cybersecurity incidents with international jurisdictional realities federal law enforcement should be contacted

- **United States Secret Service, Manchester, New Hampshire Residence Office**
Office: 603-266-7026 | Resident Agent in Charge, Timothy Benitez: 202-355-3037
- **Federal Bureau of Investigation, Boston Field Office**
Office: 57-386-2000

In the event Criminal Justice Information (CJI) is involved:

- **New Hampshire State Police - Justice Information Bureau**
Office: 603-223-8701

■ STATE OF NEW HAMPSHIRE:

- **New Hampshire Cyber Integration Center (NHCIQ)**
Office: 603-271-7555 | After Hours: 603-271-7555 | Option 2, nh*dc@doit.nh.gov | helpdesk@doit.nh.gov
- **Multi-State Information Sharing and Analysis Center (MS-ISACJ)**
Office: 866-787-4722, soc@cisemrity.org

Law Enforcement and State of New Hampshire notifications are considered local policy decisions, some of which may be required. Consult with your local legal counsel if you suspect or actual cyber-attack and consider adding these organizations to your **Incident Response Plan** so you will know whether to call in case of an emergency. Please call Primex or CLICK HERE should you require assistance with the creation of your Incident Response Plan.

v.01/11/01.1



Appendix B: Incident Response Team + Department Heads

Role	Leadership Members	eMail	phone
IT Director	Bruce Dickerson	bdickerson@milford.nh.gov	O: 603-249-0612 C: 603-783-6524
IT Assistant	Randy Ippolito	rippolito@milford.nh.gov	O: 603-249-0613 C: 603-520-2011
Town Administrator	Mark Bender	mbender@milford.nh.gov	O: 603-249-0602 C: 603-769-1286
Fire Dept Chief & Emergency Mgmt	Ken Flaherty	kflaherty@milford.nh.gov	O: 603-249-0681 C:603-769-1286
Police Chief	Mike Viola	mviola@milford.nh.gov	O: 603-249-0630
Ambulance Dir	Eric Schelberg	eschelberg@milford.nh.gov	O:603-249-0609 C:603-860-0939
Finance Director	Paul Calabria	pcalabria@milford.nh.gov	O: 603-249-0642 C: 603-582-0361
Community Media	Chris Gentry	cgentry@milford.nh.gov	O: 603-249-0670 C: 603-732-2985
Community Development	Lincoln Daley	ldaley@milford.nh.gov	O: 603-249-0621 C: 603-247-6983
Public Works	Leo Lessard	llessard@milfod.nh.gov	O: 603-249-0685 C: 603-801-2713
HR	Karen Blow	kblow@milford.nh.gov	O: 603-249-0605 C: 603-801-5885
Recreation	Arene Berry	aberry@milford.nh.gov	O: 603-249-0625 C: 603-732-7558
Town Clerk	Joan Dargie	joan.dargie@milford.nh.gov	O: 603-249-0650 C: 603-233-0788
Water Utilities	Jim Pouliot	jpouliot@milford.nh.gov	O: 603-249-0661 C: 603-365-1750

Reference Appendix A for additional NH Primex contact & information.

Additional Numbers / Contacts

Appendix C: Incident Response Process Tree

This document discusses the steps taken during an incident response plan.

- 1) The person who discovers the incident will contact The IT Department at any time. If the IT Dept is unavailable, the person will contact the their Dept Head. The Dept Head will attempt to contact the IT Dept. If the IT Dept is unavailable, the Dept Head will contact NH Primex directly. In the event of a legitimate incident where The IT Department and the Dept Head are unavailable, the person discovering the incident will contact NH Primex to initiate a cyber liability claim. Sources requiring contact information are found in Appendix B:
 - a) IT Dept
 - b) Department Heads.
 - c) NH Primex
- 2) The IT Department, or (if the IT Dept is unavailable), the Dept Head or Incident Person will log:
 - a) The name of the person reporting the incident.
 - b) Time of the call.
 - c) Contact information about the caller.
 - d) The nature of the incident.
 - e) When the event was first noticed, supporting the idea that the incident occurred.
 - f) Is the system affected business critical?
 - g) What is the severity of the potential impact?
 - h) (When possible) The name of system being targeted, along with operating system, Internet Protocol (IP) address, and location.
 - i) (When Possible) the IP address and any information about the origin of the attack.
- 3) **Review:** Contacted members of the response team will meet or discuss the situation in person and/or electronically and develop a response strategy. In the event that the IRT cannot be assembled in a timely manner such determinations shall be accomplished by the IT Department
 - a) Is the incident real or perceived?
 - b) Is the incident still in progress?
 - c) What data or property is threatened and how critical is it?
 - d) What is the impact on the business should the attack succeed? Minimal, serious, or critical?
 - e) What system(s) are targeted, where are they located physically and on the network?
 - f) Is the incident inside the internal staff network?
 - g) Is the response urgent (severity level)?
 - h) Can the incident be quickly contained?
 - i) Will the response alert the attacker?
 - j) What type of incident is this? Example: virus, worm, intrusion, abuse, damage, data exfiltration, ransomware, Town email compromise.
- 4) **Categorize:** An incident ticket will be created by The IT Department. The IRT will categorize the incident into the highest applicable level of one of the following categories:
 - a) Severity Level 1 (Low) - Minimal impact on operations.
 - b) Severity Level 2 (Medium) -A threat to sensitive data.
 - c) Severity Level 3 (High) - A threat to computer systems.
 - d) Severity Level 4 (Extreme) - A disruption of services.
- 6) **Response:** Team members will develop procedures specifically related to the type of incident. The team may create additional procedures which are not foreseen in this document. If there is no applicable procedure in place, the team must document what was done.

Post Incident Activity

- 7) Team members will use forensic techniques, including reviewing system logs and interviewing all involved parties to determine how the incident was caused. Only IT authorized personnel shall perform interviews or authorize examination of evidence.
- 8) Team members will recommend changes to prevent the occurrence from happening again or infecting other systems.
- 9) Upon management review and approval, the changes will be implemented.
- 10) Team members will restore the affected system(s) to the uninfected state. They may do any or more of the following:
 - a) Reinstall the affected system(s) from scratch and restore data from uninfected backups if necessary and able
 - b) Make users change passwords if passwords may have been compromised.
 - c) Be sure the system has been hardened by turning off or uninstalling unused services.
 - d) Be sure the system is fully patched.
 - e) Be sure real time virus protection and intrusion detection is running.
 - f) Be sure the system is logging the correct events and to the proper level.
- 11) **Documentation:** The following shall be documented:
 - a) How the incident was discovered.
 - b) The category of the incident.
 - c) How the incident occurred, whether through email, firewall, etc.
 - d) Where the attack came from, such as IP addresses and other related information about the attacker.
 - e) What the response plan was?
 - f) What was done in response?
 - g) Whether the response was effective?
- 12) **Evidence Preservation:** Make copies of logs, email, and other communication. Keep lists of witnesses. Keep evidence as long as necessary to complete prosecution and beyond, in case of an appeal.
- 13) Notify proper external agencies-notify the police and other appropriate agencies if prosecution of the intruder is possible. Reference Appendix A for contact information.
- 14) Assess damage and cost-assess the damage to the organization and estimate both the damage cost and the cost of the containment efforts.
- 15) Review response and update policies-plan and take preventative steps so the intrusion cannot happen again.
 - a) Consider whether an additional policy could have prevented the intrusion.
 - b) Consider whether a procedure or policy was not followed which allowed the intrusion, and then consider what could be changed to ensure that the procedure or policy is followed in the future.
 - c) Was the incident response appropriate? How could it be improved?
 - d) Was every appropriate party informed in a timely manner?
 - e) Were the incident response procedures detailed, and did they cover the entire situation? How can they be improved?
 - f) Have changes been made to prevent a reinfection? Have all systems been patched, systems locked down, passwords changed, antivirus updated, email policies set,etc.?
 - g) Have changes been made to prevent a new and similar infection?
 - h) Should any security policies be updated?
 - i) What lessons have been learned from this experience?

6:30 Elderly Exemption Proposed Warrant Article and MS1 Report - Assessing Director, Marti Noel

MEMORANDUM

DATE: August 22, 2022

TO: Board of Selectmen

FROM: Marti Noel, Assessor

RE: **Elderly Exemption Criteria and Discussion**

For 2022 there are a total of 88 Elderly Exemption recipients, down from 91 in 2021 and from 93 in 2020. A majority of recipients (34) are receiving the highest category of exemption amount of \$165,000 off the value of their home. The exemption amounts have not changed since the 2019 Mid-Cycle Valuation Update. For the 2021 Revaluation, the median housing price increase was 20% corresponding with a 20% reduction in the overall tax rate.

While property values continue to increase, we are only 1 year away from our last Revaluation (as of April 1, 2021) and neither a partial revaluation nor an update is recommended at this time.

What has changed significantly since the last recommendation is the level of inflation over the last two years and its effect on those with fixed incomes. Because those who receive the Elderly Exemption benefit are already on the lowest rung of income levels, the 5.6% increase in Social Security does not match the current overall cost of living increases for basics such as food, health care and this year in particular, heating fuel. Because of these economic changes, it is necessary to reconsider whether the Elderly Exemption benefit is sufficient or whether changes should be considered.

There are both fixed and flexible factors embedded in statute that affect the Elderly Exemption. Municipalities cannot change the age brackets and must offer at least a de-minimus of exemption amounts and asset limits with consideration for whether the applicant is married or single. These elements are fixed. What a community does have the ability to determine, those flexible factors, include

- how much exemption above the de-minimus is approved per age bracket,
- what income level is reasonable for the community based on marital status
- and what asset level is reasonable for the community, also based on marital status.

The goal is to design a reasonable methodology that provides a backdrop for setting the above criteria. Below I describe the data used to accomplish this and conclude with recommendations based on that data.

Hillsborough County Elderly Exemption Report by Municipality spreadsheet includes of all the communities within Hillsborough County and each community's exemption, income and asset data in order to draw comparisons. This data is extracted from the NH DRA 2021 credit and exemption data report. The full report can be found here: <https://www.revenue.nh.gov/mun-prop/property/exemptions-tax-credits.htm> I will state for the record that every community has their own individual methodology for determining their own criteria.

2022 Milford Statistics – Exemption Amounts.

Chart 1 illustrates that as of April 1, 2022 there are 4,900 residential units in Milford, with a median value of \$308,490. This includes single family residences, single family residences with ADU's, condominium and manufactured housing units. It does not include any multi-family housing. The chart also includes our current exemption amounts and what percent of the overall median value the exemption amounts represent.

Chart 1A simply illustrates Milford's exemption amount ranking when compared to other communities within the county using the 80+ category (This age bracket being the most vulnerable). The Elderly 4 category represents that population whose housing assessed value does not meet or exceed the exemption amounts in their age bracket.

Chart 2 breaks out the residential median value based on the age bracket of elderly exemption recipients.

Chart 3 takes an historic look through the last two adjustment periods using estimated Median overall values for the two look-back periods. (The earliest listed period uses the earlier limits which were effective at that time).

2022 Milford Statistics – Income & Asset Levels

Chart 4 uses available resources to report Area Median Family Income (AMFI) compared to Milford.

Chart 4A provides the New Hampshire Housing Finance Authority AMFI Rankings.

Chart 5 compares Milford's current Elderly Exemption Income and Asset Limits as they rank against other communities in the county and against what percentage of the Milford AMFI they represent.

Observation on Income

While every property owner in Milford has felt the effects of inflation, it is the elderly on fixed incomes that are most significantly affected. Milford's 2021 Median Family Income is \$101,047 according to the NH Employment Security website. But, to put things in perspective, let's consider that minimum wage in NH is still \$7.50/hr which results in an annual income of \$15,600. An individual making a "living wage" of \$15/hour has an

annual income of \$31,200. Even the living wage falls under the NHHFA Extremely Low Income rating. It stands to reason there are Milford households that fall within or below the Very Low Income levels. It's important to balance any additional burden placed on those residents while we consider assistance for our elderly.

Recommendations.

The Elderly Exemption program is designed to be a safety net, not a benefit program. It exists to prevent our most vulnerable elderly citizens from being taxed out of their homes. With this in mind, and considering the Chart data, I recommend the following:

Income Levels: In my opinion, the current Single to Dual Income limit gap should be tightened. I ask what significant difference does a single income property owner encounter vs the dual income owner in household expenses other than healthcare costs. Looking at that main difference, one study indicates the average annual health care cost for retired persons is \$5,700 (\$11,400 for married couples). I recommend an increase in the Single Income Limit to \$40,500 and no change to the dual income limit. These recommended amounts meet or exceed the mid-point between Very Low and Extremely Low income levels, and exceeds the income of an individual earning a "living wage" of \$15/hr.

Asset Levels: I recommend increasing Asset Levels for both single and dual income households to \$125,000 to compensate for the eroded purchasing power inflation has caused. This cushion helps protect our elderly from inflationary increases for essential items such as health care, heating, and food.

Exemption Amounts: It is the most senior among us who require the most assistance as their fixed income has consistently been losing ground to rising costs and increasing property values over an extended time; and it is typically the affordable housing that sees the greatest percentage increases in value. With that in mind, I recommend increasing the 80 + exemption amounts to 65%, (\$200,500) leaving the middle bracket at 40% (\$124,000), and let the lowest bracket remain unchanged (83,000) until it reaches 25% of the Median Residential Value (\$308,490). Let's keep in mind that although this bracket covers individuals starting at 65, full retirement age for 2023 is 66 ½.

If further assistance is needed, there is the Elderly and Disabled Deferral Program, where taxes are deferred until the home transfers. It is important to note that any deferred amount does accumulate interest at 5%.

Finally, for the property owner who encounters a catastrophic event, there is always the ability to apply for hardship abatement.

The discussion tonight introduces the idea of Elderly Exemption Review in advance of preparing a Warrant Article for 2023, providing the Select Board members ample time to review the data and discuss these recommendations prior to a final decision.

2022 MILFORD STATISTICS - EXEMPTION AMOUNTS

Chart 1

Milford Residential	Total Recipients	Milford Median Residential Value	Milford Exemption Amount	% Exempt amount to Overall Median Value
Overall	4601	\$ 308,490		
Eld1 (65-74)	15		\$ 83,000	27%
Eld2 (75-80)	19		\$ 124,000	40%
Eld3 (80 +)	34		\$ 165,000	54%
Eld4	20			

Chart 1A (Uses 80+ age group)

2021 Rating out of 31 Municipalities
Eld1 = 8th
Eld2 = 6th
Eld3 = 7th

Chart 2

Milford Residential	Total Recipients	Milford Median Residential Value	Milford Exemption Amount	% Exempt amount to Age Bracket Median Value
Overall	4601	\$ 308,490		
Eld1 (65-74)	15	\$ 220,900	\$ 83,000	38%
Eld2 (75-80)	19	\$ 235,500	\$ 124,000	53%
Eld3 (80 +)	34	\$ 260,650	\$ 165,000	63%
Eld4	20	\$ 72,350		N/A

Chart 3

Milford Residential	Total Recipients	Milford Median Residential Value	Milford Exemption Amount	% Exempt amount to Overall Median Value	Est. 2019 - 2021	2016-2018 Milford Exemption Amount	Est. 2016 - 2018
Overall	4601	\$ 308,490			246,800		197,500
Eld1 (65-74)	15		\$ 83,000	27%	33%	\$ 69,000	35%
Eld2 (75-80)	19		\$ 124,000	40%	50%	\$ 103,000	52%
Eld3 (80 +)	34		\$ 165,000	54%	67%	\$ 137,000	69%
Eld4	20			N/A			

MILFORD STATISTICS - INCOME & ASSET LEVELS

Chart 4

NH Income Data	AMFI (Area Median Family Income)		
NHHFA	Hillsborough County Median Family		\$ 98,000
	Manchester		\$ 89,300
	Nashua		\$ 109,600
NH Emp. Security	Milford		\$ 101,047

Chart 4A

NHHFA Income Rating	
80% =	Low Income
50% =	Very Low Income
30% =	Extremely Low

Chart 5

Milford	County Median	Category	Ranking / 31 Municipalities	% Milford AMFI
38,600	\$35,000	Single Income = 12th		38%
46,000	\$45,000	Dual Income = 13th		46%
100,000	\$ 100,000	Asset Limit = 14th		

MEMORANDUM

DATE: August 22, 2022

TO: Board of Selectmen

FROM: Marti Noel, Assessor

RE: **MS-1 Report -2022**

Please review the MS-1 Report, otherwise known as the Summary Inventory of Value for the Department of Revenue. This is an annual report listing the total property value and covers the total exemptions, credits and specialty property valuations.

The report has two components – the municipality totals, and a break-out of the Fox Run Village District.

The statutory due date for submission of the report to the DRA is September 1 each year.

As of April 1, there are 5,896 parcels in Milford.

The 2022 total assessed value of all property is \$2,216,965,443 representing an approximate 1% increase over 2021, attributable to new construction and growth. The 2021 total assessed value of all taxable property is \$2,082,180,312

Residential property value represents roughly 81% of our property base and Commercial property value represents roughly 19%. Utilities and Current Use Lands would account for the remainder.

Exemption and Credit Report

For 2022 there are a total of 88 **Elderly Exemption** recipients, down from 91 in 2021. A majority of recipients (46) are receiving the highest category of exemption amount. The total elderly exemption for 2021 is \$10,829,200 representing roughly \$218.208 in taxes (using the 2021 tax rate).

The number of **Veteran's Tax Credit** recipients for 2022 is 481, down slightly from 501 for 2021.

Blind Exemption and **Solar Exemption** have had minor increases in # of recipients as well.



Milford Summary Inventory of Valuation

Reports Required: RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

Note: The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

For assistance please contact:
 NH DRA Municipal and Property Division
 (603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>

Assessor
Marti Noel (Town of Milford)

Municipal Officials		
Name	Position	Signature
Paul Dargie	Chair	
Tim Finan	Vice-Chair	
Gary Daniels		
Laura Dudziak		
David Freel		

Preparers		
Name	Phone	Email
Marti Noel	603-249-0615	mnoel@milford.nh.gov
Marti Noel	603-249-0615	mnoel@milford.nh.gov

Preparer's Signature



Land Value Only		Acres	Valuation	
1A	Current Use RSA 79-A	5,688.91	\$775,200	
1B	Conservation Restriction Assessment RSA 79-B	0.00	\$0	
1C	Discretionary Easements RSA 79-C	0.00	\$0	
1D	Discretionary Preservation Easements RSA 79-D	0.00	\$0	
1E	Taxation of Land Under Farm Structures RSA 79-F	0.75	\$9,300	
1F	Residential Land	5,058.22	\$363,485,223	
1G	Commercial/Industrial Land	1,215.25	\$80,103,625	
1H	Total of Taxable Land	11,963.13	\$444,373,348	
1I	Tax Exempt and Non-Taxable Land	2,950.57	\$25,873,131	
Buildings Value Only		Structures	Valuation	
2A	Residential	0	\$1,297,579,858	
2B	Manufactured Housing RSA 674:31	0	\$22,973,000	
2C	Commercial/Industrial	0	\$276,131,506	
2D	Discretionary Preservation Easements RSA 79-D	0	\$0	
2E	Taxation of Farm Structures RSA 79-F	13	\$218,500	
2F	Total of Taxable Buildings	0	\$1,596,902,864	
2G	Tax Exempt and Non-Taxable Buildings	0	\$108,912,000	
Utilities & Timber			Valuation	
3A	Utilities		\$40,904,100	
3B	Other Utilities		\$0	
4	Mature Wood and Timber RSA 79:5		\$0	
5	Valuation before Exemption		\$2,082,180,312	
Exemptions		Total Granted	Valuation	
6	Certain Disabled Veterans RSA 72:36-a	1	\$702,122	
7	Improvements to Assist the Deaf RSA 72:38-b V	0	\$0	
8	Improvements to Assist Persons with Disabilities RSA 72:37-a	1	\$60,820	
9	School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV	0	\$0	
10A	Non-Utility Water & Air Pollution Control Exemption RSA 72:12	0	\$0	
10B	Utility Water & Air Pollution Control Exemption RSA 72:12-a	0	\$0	
11	Modified Assessed Value of All Properties		\$2,081,417,370	
Optional Exemptions		Amount Per	Total	Valuation
12	Blind Exemption RSA 72:37	\$30,000	6	\$180,000
13	Elderly Exemption RSA 72:39-a,b	\$0	88	\$10,829,200
14	Deaf Exemption RSA 72:38-b	\$0	0	\$0
15	Disabled Exemption RSA 72:37-b	\$0	0	\$0
16	Wood Heating Energy Systems Exemption RSA 72:70	\$0	0	\$0
17	Solar Energy Systems Exemption RSA 72:62	\$0	73	\$730,000
18	Wind Powered Energy Systems Exemption RSA 72:66	\$0	0	\$0
19	Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23	\$0	0	\$0
19A	Electric Energy Storage Systems RSA 72:85	\$0	0	\$0
19B	Renewable Generation Facilities & Electric Energy Systems	\$0	0	\$0
20	Total Dollar Amount of Exemptions			\$11,739,200
21A	Net Valuation			\$2,069,678,170
21B	Less TIF Retained Value			\$0
21C	Net Valuation Adjusted to Remove TIF Retained Value			\$2,069,678,170
21D	Less Commercial/Industrial Construction Exemption			\$1,098,900
21E	Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction			\$2,068,579,270
22	Less Utilities			\$40,904,100
23A	Net Valuation without Utilities			\$2,028,774,070
23B	Net Valuation without Utilities, Adjusted to Remove TIF Retained Value			\$2,028,774,070



Utility Value Appraiser

RSA 72:8-D & UTILITY CO

The municipality **DOES NOT** use DRA utility values. The municipality **IS** equalized by the ratio.

Electric Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
PSNH DBA EVERSOURCE ENERGY	\$24,278,500	\$1,082,100		\$6,130,600	\$31,491,200
	\$24,278,500	\$1,082,100		\$6,130,600	\$31,491,200
Gas Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
LIBERTY UTILITIES (ENERGYNORTH NATURAL GAS) CORP	\$6,857,100	\$93,600			\$6,950,700
	\$6,857,100	\$93,600			\$6,950,700
Water Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
PENNICHUCK WATER WORKS INC	\$2,462,200				\$2,462,200
	\$2,462,200				\$2,462,200



Veteran's Tax Credits	Limits	Number	Est. Tax Credits
Veterans' Tax Credit RSA 72:28	\$400	411	\$164,400
Surviving Spouse RSA 72:29-a		0	
Tax Credit for Service-Connected Total Disability RSA 72:35	\$1,500	24	\$36,000
All Veterans Tax Credit RSA 72:28-b	\$400	46	\$18,400
Combat Service Tax Credit RSA 72:28-c		0	
		481	\$218,800

Deaf & Disabled Exemption Report

Deaf Income Limits		Deaf Asset Limits	
Single		Single	
Married		Married	
Disabled Income Limits		Disabled Asset Limits	
Single		Single	
Married		Married	

Elderly Exemption Report

First-time Filers Granted Elderly Exemption for the Current Tax Year

Age	Number
65-74	4
75-79	3
80+	2

Total Number of Individuals Granted Elderly Exemptions for the Current Tax Year and Total Number of Exemptions Granted

Age	Number	Amount	Maximum	Total
65-74	20	\$83,000	\$1,660,000	\$1,503,200
75-79	22	\$124,000	\$2,728,000	\$2,537,800
80+	46	\$165,000	\$7,590,000	\$6,788,200
	88		\$11,978,000	\$10,829,200

Income Limits

Single	\$38,600
Married	\$46,000

Asset Limits

Single	\$100,000
Married	\$100,000

Has the municipality adopted an exemption for Electric Energy Systems? (RSA 72:85)

Granted/Adopted? No Properties:

Has the municipality adopted an exemption for Renewable Gen. Facility & Electric Energy Storage? (RSA 72:87)

Granted/Adopted? No Properties:

Has the municipality adopted Community Tax Relief Incentive? (RSA 79-E)

Granted/Adopted? Yes Structures: 4

Has the municipality adopted Taxation of Certain Chartered Public School Facilities? (RSA 79-H)

Granted/Adopted? No Properties:

Has the municipality adopted Taxation of Qualifying Historic Buildings? (RSA 79-G)

Granted/Adopted? No Properties:

Has the municipality adopted the optional commercial and industrial construction exemption? (RSA 72:76-78 or RSA 72:80-83)

Granted/Adopted? Yes Properties: 1
 Percent of assessed value attributable to new construction to be exempted: 30
 Total Exemption Granted: \$1,098,900

Has the municipality granted any credits under the low-income housing tax credit tax program? (RSA 75:1-a)

Granted/Adopted? No Properties:

Assessed value prior to effective date of RSA 75:1-a:
 Current Assessed Value:



Current Use RSA 79-A	Total Acres	Valuation
Farm Land	736.51	\$220,408
Forest Land	4,061.84	\$528,410
Forest Land with Documented Stewardship	569.62	\$18,877
Unproductive Land	320.94	\$7,505
Wet Land		
	5,688.91	\$775,200

Other Current Use Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	1,277.28
Total Number of Acres Removed from Current Use During Current Tax Year	Acres:	11.13
Total Number of Owners in Current Use	Owners:	151
Total Number of Parcels in Current Use	Parcels:	244

Land Use Change Tax

Gross Monies Received for Calendar Year			\$42,780
Conservation Allocation	Percentage:	0.00%	Dollar Amount:
Monies to Conservation Fund			
Monies to General Fund			\$42,780

Conservation Restriction Assessment Report RSA 79-B	Acres	Valuation
Farm Land		
Forest Land		
Forest Land with Documented Stewardship		
Unproductive Land		
Wet Land		

Other Conservation Restriction Assessment Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	
Total Number of Acres Removed from Conservation Restriction During Current Tax Year	Acres:	
Owners in Conservation Restriction	Owners:	
Parcels in Conservation Restriction	Parcels:	



Discretionary Easements RSA 79-C	Acres	Owners	Assessed Valuation
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Taxation of Farm Structures and Land Under Farm Structures RSA 79-F

Number Granted	Structures	Acres	Land Valuation	Structure Valuation
2	13	0.75	\$9,300	\$218,500

Discretionary Preservation Easements RSA 79-D

Owners	Structures	Acres	Land Valuation	Structure Valuation
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Map	Lot	Block	%	Description
<i>This municipality has no Discretionary Preservation Easements.</i>				

Tax Increment Financing District	Date	Original	Unretained	Retained	Current
<i>This municipality has no TIF districts.</i>					

Revenues Received from Payments in Lieu of Tax	Revenue	Acres
State and Federal Forest Land, Recreational and/or land from MS-434, account 3356 and 3357	\$1,195.00	3.60
White Mountain National Forest only, account 3186		

Payments in Lieu of Tax from Renewable Generation Facilities (RSA 72:74)	Amount
<i>This municipality has not adopted RSA 72:74 or has no applicable PILT sources.</i>	

Other Sources of Payments in Lieu of Taxes (MS-434 Account 3186)	Amount
Southern NH Medical Center	\$6,205
Dartmouth	\$6,454
Housing Initiatives of NE	\$42,035
	\$54,694

Notes



Fox Run Road Summary Inventory of Valuation

Reports Required: RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

Note: The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>

Assessor
Marti Noel (Town of Milford)

Preparer		
Name	Phone	Email
marti Noel	603-249-0615	mnoel@milford.nh.gov

Preparer's Signature



Land Value Only		Acres	Valuation	
1A	Current Use RSA 79-A	0.00	\$0	
1B	Conservation Restriction Assessment RSA 79-B	0.00	\$0	
1C	Discretionary Easements RSA 79-C	0.00	\$0	
1D	Discretionary Preservation Easements RSA 79-D	0.00	\$0	
1E	Taxation of Land Under Farm Structures RSA 79-F	0.00	\$0	
1F	Residential Land	12.69	\$839,100	
1G	Commercial/Industrial Land	0.00	\$0	
1H	Total of Taxable Land	12.69	\$839,100	
1I	Tax Exempt and Non-Taxable Land	0.00	\$0	
Buildings Value Only		Structures	Valuation	
2A	Residential	0	\$2,337,100	
2B	Manufactured Housing RSA 674:31	0	\$0	
2C	Commercial/Industrial	0	\$0	
2D	Discretionary Preservation Easements RSA 79-D	0	\$0	
2E	Taxation of Farm Structures RSA 79-F	0	\$0	
2F	Total of Taxable Buildings	0	\$2,337,100	
2G	Tax Exempt and Non-Taxable Buildings	0	\$0	
Utilities & Timber			Valuation	
3A	Utilities		\$0	
3B	Other Utilities		\$0	
4	Mature Wood and Timber RSA 79:5		\$0	
5	Valuation before Exemption		\$3,176,200	
Exemptions		Total Granted	Valuation	
6	Certain Disabled Veterans RSA 72:36-a	0	\$0	
7	Improvements to Assist the Deaf RSA 72:38-b V	0	\$0	
8	Improvements to Assist Persons with Disabilities RSA 72:37-a	0	\$0	
9	School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV	0	\$0	
10A	Non-Utility Water & Air Pollution Control Exemption RSA 72:12	0	\$0	
10B	Utility Water & Air Pollution Control Exemption RSA 72:12-a	0	\$0	
11	Modified Assessed Value of All Properties		\$3,176,200	
Optional Exemptions		Amount Per	Total	Valuation
12	Blind Exemption RSA 72:37	\$0	0	\$0
13	Elderly Exemption RSA 72:39-a,b	\$0	0	\$0
14	Deaf Exemption RSA 72:38-b	\$0	0	\$0
15	Disabled Exemption RSA 72:37-b	\$0	0	\$0
16	Wood Heating Energy Systems Exemption RSA 72:70	\$0	0	\$0
17	Solar Energy Systems Exemption RSA 72:62	\$0	0	\$0
18	Wind Powered Energy Systems Exemption RSA 72:66	\$0	0	\$0
19	Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23	\$0	0	\$0
19A	Electric Energy Storage Systems RSA 72:85	\$0	0	\$0
19B	Renewable Generation Facilities & Electric Energy Systems	\$0	0	\$0
20	Total Dollar Amount of Exemptions			\$0
21A	Net Valuation			\$3,176,200
21B	Less TIF Retained Value			\$0
21C	Net Valuation Adjusted to Remove TIF Retained Value			\$3,176,200
21D	Less Commercial/Industrial Construction Exemption			\$0
21E	Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction			\$3,176,200
22	Less Utilities			\$0
23A	Net Valuation without Utilities			\$3,176,200
23B	Net Valuation without Utilities, Adjusted to Remove TIF Retained Value			\$3,176,200



Notes

6:50 2nd Public Hearing to Update the Current Stormwater Ordinance, Chapter 5.32 - Community Development Director, Lincoln Daley



TOWN OF MILFORD, NH OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055 TEL: (603)249-0620 WEB: WWW.MILFORD.NH.GOV

Date: August 18, 2022
To: Board of Selectmen
John Shannon, Town Administrator
From: Lincoln Daley, Community Development Director
Subject: Adoption of Milford Municipal Code, entitled Title 5 Health & Safety, Chapter 5.32 Stormwater Management Ordinance (Second Public Hearing)

This item represents the second public hearing to replace Town's current stormwater ordinance, *Milford Municipal Code, entitled Title 5 Health & Safety, Chapter 5.32 Stormwater Management and Erosion Control*, with a new and updated stormwater ordinance, *Chapter 5.32 Stormwater Management Ordinance*, in compliance with the Town's EPA-issued small Municipal Separate Storm Sewer System (MS4) Permit. As the Board may recall, members during the previous public hearings voted to introduce substantive changes that primarily involved increasing the minimum area threshold requiring a stormwater permit under the new ordinance. As a result, the hearing process was restarted to allow the Board and public to review the changes and provide an opportunity to comment.

Like 44 other municipalities in New Hampshire, the Town of Milford's stormwater discharges to the environment are regulated by the Environmental Protection Agency under the Clean Water Act through the National Pollutant Discharge Elimination System (NPDES). One key Clean Water Act requirement is that Milford have an EPA-issued small Municipal Separate Storm Sewer System (MS4) Permit. The Town's current MS4 permit was issued in July 2018 and the Town received an Authorization to Discharge from EPA Region 1 on May 2019.

Among numerous other requirements, the current MS4 permit requires the Town to review its stormwater management regulations to ensure those regulations incorporate appropriate stormwater retention and treatment requirements for new development and redevelopment occurring within the town. The technical requirements for stormwater retention and treatment are detailed in the MS4 permit itself and in state stormwater control handbooks and Best Management Practices.

The Town's current stormwater regulations were adopted in 2007 and do not meet the current technical requirements for stormwater retention and treatment. The 2007 regulations also include outdated references to expected precipitation values and do not require design for severe precipitation events commonly used by the state and other communities (a so-called "50-year storm").

With the assistance of the Town's engineering consultant, the Town's Office of Community Development, Planning Board, and Conservation Commission have cooperatively developed draft stormwater regulations to address the MS4 permit requirements and these other issues. Their efforts started with a model regulation developed by a coalition of towns and cities in the Manchester and Nashua area (the New Hampshire Lower Merrimack Valley Stormwater Coalition) to meet the 2018 MS4 permit requirements. Appropriate stormwater requirements from the current regulations were incorporated into that draft after updating references and design standards. The attached proposed regulations are the result of those efforts. (See attached draft Stormwater Ordinance)

The Stormwater Ordinance would impact/apply to developments that disturb 43,560 square feet (one acre) or larger. Larger development projects (those disturbing more than 100,000 square feet (just over two acres) are already subject to extensive stormwater controls under the NHDES's Alteration of Terrain Permit Program Rules. Projects disturbing an acre or more of land are required to comply with the federal EPA NPDES Construction General Permit (CGP). The proposed stormwater regulations rely largely on the same calculations, technical requirements, and stormwater control methods that are already used under the state rules and federal program, which should reduce the need for applicants to perform different or duplicative analyses, or to use different control methods, to comply with the Town's proposed regulations.

See attached draft *Chapter 5.32 Stormwater Management Ordinance* for your review and consideration.

TOWN OF MILFORD *STORMWATER MANAGEMENT ORDINANCE*



Prepared for:

Town of Milford, New Hampshire
1 Union Square
Milford, NH 03055

Prepared by:

KVPartners LLC

*P.O. Box 432
New Boston, NH 03070*

Stormwater Management Ordinance (July 2022)

A. Purpose and Goals

Developments shall not increase, decrease, modify, or alter the normal patterns of stormwater drainage caused during the development of a site and/or by the eventual development itself. The goal of these standards is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public in the Town of Milford. This Ordinance seeks to meet that goal through the following objectives:

1. Prevent increases in stormwater runoff from any development to reduce flooding, siltation and streambank erosion and maintain the integrity of stream channels.
2. Prevent increases in nonpoint source pollution caused by stormwater runoff from development which would otherwise degrade local water quality.
3. Minimize the total volume of surface water runoff which flows from any specific site during and following development to not exceed the pre-development hydrologic condition to the maximum extent practicable as allowable by site conditions.
4. Reduce stormwater runoff rates and volumes, soil erosion and nonpoint source pollution, through stormwater management controls and to ensure that these management controls are properly maintained and pose no threat to public safety or cause excessive municipal expenditures.
5. Protect the quality of groundwater resources, surface water bodies and wetlands.

B. Authority

This Ordinance is adopted pursuant to the authority vested in:

1. The authority vested in the Selectmen pursuant to RSA 41:11, RSA 47:17, VII, VIII, and XVIII; and
2. The Planning Board pursuant to RSA 674:35 and 36, and RSA 674:44; and, RSA 155-E:11; and
3. The authority vested in the Health Officer and Board of Health pursuant to RSA 147:1 and 147:14; and
4. The authority vested in the Water and Sewer Commissioners pursuant to RSA 38:26 and RSA 149:I:6, respectively.

The Ordinance shall become effective upon adoption by the Town of Milford Planning Board, Health Officer/Board of Health, the Board of Selectmen, Water and Sewer Commissions, in accordance with the statutory sections identified above.

C. Jurisdiction

1. This Ordinance shall pertain to all land within the boundaries of the Town of Milford, New Hampshire.
2. In any case where a provision of the Ordinance is found to be in conflict with a provision of any other Ordinance, Regulation, code, or covenant in effect in the Town of Milford or with any State Statute with particular reference to NHRSA Chapter 676:14 and 674:16 and 674:17 and the relevant sections therein, the provision which is the more restrictive shall prevail.

D. Severability

The invalidity of any section, subsection, paragraph, sentence, clause, phrase, or word of this Ordinance shall not be held to invalidate any other section, subsection, paragraph, sentence, clause, phrase, or word of this Ordinance.

E. Amendments

This Ordinance may be amended by the approval of the several boards identified in Section B above, provided that each such agency complies with any applicable statutory or local procedures governing their authority to adopt such Ordinance. Amendments to zoning aspects must be approved at Milford Town Meeting.

F. Minimum Thresholds for Applicability

1. The post-construction stormwater management standards apply to any development or redevelopment project that:
 - a. Disturbs more than 43,560 square feet (one acre), or
 - b. Disturbs more than ten thousand (10,000) square feet cumulative within one hundred (100) feet of existing surface waters, including ponds, rivers, perennial, and intermittent streams (natural or channelized), and wetlands (including vernal pools) and shall be protected by the minimum buffer setback distances (as specified in Section 6.02.03 of the Zoning Ordinance).
2. Applications for Subdivisions and Site Plan Applications will be administered by the Planning Board and all other application that do not require Planning Board action (i.e., individual lots) will be administered by the or Community Development/DPW Department officials.
3. The following activities are considered exempt from this Ordinance:
 - a. Agricultural and forestry practices that are using established best management practices.
 - b. Resurfacing and routine maintenance of roads and parking lots.
 - c. Exterior and interior alterations and maintenance to existing buildings and structures that do not change the building footprint.
4. Application
 - a. All projects subject to these standards require the applicant to complete a Stormwater Permit Application form and submit plans and other required documents as required below. Prior to commencement of land disturbance, the applicant must obtain written approval as required by this Ordinance.
5. Other Required Permits
 - a. In addition to local approval, copies of the following permits shall be required if applicable:
 - i. *RSA 485-A:17* requires a permit from the New Hampshire Department of Environmental Services (NHDES) Water Supply and Pollution Control Division for “...any person proposing to significantly alter the characteristic of the terrain, in such a manner as to impede natural runoff or create an unnatural runoff ...” Regulations require this permit for any

Stormwater Management Ordinance (July 2022)

project involving more than one-hundred thousand (100,000) contiguous square feet of disturbance or if such activity occurs in or on the border of the surface waters of the state.

- ii. *RSA 482-A* requires a permit from the Department of Environmental Services for any person desiring to "...excavate, remove, fill, dredge or construct any structures in or on any bank, flat, marsh, or swamp in and adjacent to any waters of the State."
- iii. *National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit*. A permit issued by the Environmental Protection Agency (EPA) or by the State under authority delegated pursuant to *33 USC, section 1342 (b)* that authorizes the discharge of pollutants to waters of the United States. For a cumulative disturbance of one (1) acre of land that EPA considers "construction activity," which includes, but is not limited to clearing, grading, excavation, and other activities that expose soil typically related to landscaping, demolition, and construction of structures and roads, a federal permit will be required. Consult the EPA for specific rules. This EPA permit is in addition to any state or local permit required.

b. *Stormwater Pollution Prevention Plan (SWPPP)*, if applicable.

G. Stormwater Management for New Development

1. All proposed stormwater management practices and treatment systems shall meet the following performance standards.
2. Alternatives to stream and wetland crossings that eliminate or minimize environmental impacts shall be considered. Existing surface waters, including ponds, rivers, perennial, and intermittent streams (natural or channelized), and wetlands (including vernal pools) shall be protected by the minimum buffer setback distances (as specified in the Zoning and Regulations). Stormwater and erosion and sediment control BMPs shall be located outside the specified buffer zone unless otherwise approved by the Planning Board. Alternatives to stream and wetland crossings that eliminate or minimize environmental impacts shall be considered. When necessary, as determined by the Planning Board or their representative, stream and wetland crossings shall comply with state recommended design standards to minimize impacts to flow and enhance animal passage (see the NHDES Stream Crossing Guidelines, as amended).
3. Low Impact Development (LID) site planning and design strategies must be used to the maximum extent practicable to reduce stormwater runoff volumes, protect water quality, and maintain predevelopment site hydrology. Low Impact Development techniques that preserve existing vegetation, reduce the development footprint, minimize, or disconnect impervious area, and use enhanced stormwater *Best Management Practices* (BMPs) (such as raingardens, bioretention systems, tree box filters, and similar stormwater management landscaping techniques) shall be incorporated into landscaped areas as discussed in the *NH Stormwater Manual. Volumes 1 and 2, December 2008*, as amended or other equivalent means approved by the Town. Capture and reuse of stormwater is strongly encouraged. The applicant must document in writing why Low Impact Development strategies are not appropriate when not used to manage stormwater. Community Development/DPW Department officials may consult with the Conservation Commission as needed.

Stormwater Management Ordinance (July 2022)

4. All stormwater treatment areas shall be planted with native plantings appropriate for the site conditions: trees, grasses, shrubs and/or other native plants in sufficient numbers and density to prevent soil erosion and to achieve the water quality treatment requirements of this section.
5. Salt storage areas shall be fully covered with permanent or semi-permanent measures and loading/offloading areas shall be located and designed to not drain directly to receiving waters and maintained with good housekeeping measures in accordance with *New Hampshire Department of Environmental Services* published guidance. Runoff from snow and salt storage areas shall enter treatment areas as specified above before being discharged to receiving waters or allowed to infiltrate into the groundwater.
6. Surface runoff shall be directed into appropriate stormwater control measures designed for treatment and/or filtration to the maximum extent practicable and/or captured and reused onsite.
7. All newly generated stormwater from new development shall be treated on the development site. A development plan shall include provisions to retain natural predevelopment watershed areas on the site by using the natural flow patterns.
8. Runoff from impervious surfaces shall be treated to achieve at least eighty (80%) percent removal of Total Suspended Solids and at least fifty (50%) removal of both total nitrogen and total phosphorus using appropriate treatment measures, as specified in the *NH Stormwater Manual, Volumes 1 and 2, December 2008*, as amended or other equivalent means approved by the Town. Where practical, the use of natural, vegetated filtration and/or infiltration practices or subsurface gravel wetlands for water quality treatment is preferred given its relatively high nitrogen removal efficiency. All new impervious area draining to surface waters impaired by nitrogen, phosphorus or nutrients shall be treated with stormwater Best Management Practices (BMPs) designed to optimize pollutant removal efficiencies based on design standards and performance data published by the UNH Stormwater Center and/or included in the latest version of the *NH Stormwater Manual*.
9. Measures shall be taken to control the post-development peak runoff rate so that it does not exceed pre-development runoff for the 2-year, 10-year, and 25-year design storm at each discharge point from the site. Drainage analyses shall include calculations using analysis methodologies in the *NH Stormwater Manual, December 2008, as amended* comparing pre- and post-development stormwater runoff rates (cubic feet/second) for the 2-year, 25-year, 50-year storm and system/pond overflows shall be designed to accommodate the 100-year design storms runoff rates. Stormwater volume control shall mitigate the increase in the post-development runoff volume to infiltrate the groundwater recharge volume GRV according to the ratios of Hydrologic Soil Group (HSG) type versus infiltration rate multiplier (see attached Stormwater Design Criteria Table). For sites where infiltration is limited or not practicable, the applicant must demonstrate that the project will not create or contribute to water quality impairment.
10. The design of the stormwater drainage systems shall provide for the conveyance or recharge of stormwater without flooding or functional impairment to streets, adjacent properties, downstream properties, soils, or vegetation. The design shall also provide adequate conveyance

Stormwater Management Ordinance (July 2022)

systems for groundwater collected and diverted to a concentrated location without functional impairment to streets, adjacent properties, or downstream properties.

11. The physical, biological, and chemical integrity of the receiving waters shall not be degraded by the stormwater runoff from the development site.
12. The design of the stormwater management systems shall account for upstream and upgradient runoff that flows onto, over, or through the site to be developed or re-developed and design for this contribution of runoff.
13. All stormwater installations that received runoff must be designed to drain within a maximum of seventy-two (72) hours.
14. Appropriate erosion and sediment control measures shall be installed prior to any soil disturbance, the area of disturbance shall be kept to a minimum, and any sediment in runoff shall be retained within the project area. Wetland areas and surface waters shall be protected from sediment. Disturbed soil areas shall be either temporarily or permanently stabilized consistent with the *NHDES Stormwater Manual Volume 3*, as amended, guidelines. In areas where final grading has not occurred, temporary stabilization measures should be in place within 7 days for exposed soil areas within 100 feet of a surface water body or wetland and no more than forty-five (45) days for all other areas. Permanent stabilization should be in place no more than three (3) days following the completion of final grading of exposed soil areas.
15. All temporary control measures shall be removed after final site stabilization. Trapped sediment and other disturbed soil areas resulting from the removal of temporary measures shall be permanently stabilized prior to removal of temporary control measures unless specifically designed to remain.
16. Whenever practicable, native site vegetation shall be retained, protected, or supplemented. Any stripping of vegetation shall be done in a manner that minimizes soil erosion.
17. Submission Requirements for Stormwater Management Report and Plans.
 - a. All applications subject to these Standards shall include a comprehensive Stormwater Management Plan. The Stormwater Management Plan shall include a narrative description and an Existing Conditions Site Plan showing all pre-development impervious surfaces, buildings, and structures; surface water bodies and wetlands; drainage patterns, sub-catchment, and watershed boundaries; building setbacks and buffers, locations of various hydrologic group soil types, mature vegetation, land topographic contours with minimum 2-foot intervals and spot grades where necessary for sites that are flat.
 - b. The Stormwater Management Plan shall include a narrative description and a Proposed Conditions Site Plan showing all post-development proposed impervious surfaces, buildings and structures; temporary and permanent stormwater management elements and Best Management Practices, including GIS coordinates and GIS files; important hydrologic features created or preserved on the site; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers; proposed tree clearing and topographic contours with minimum two (2) foot intervals. The plans shall provide calculations and identification of

Stormwater Management Ordinance (July 2022)

- the total area of disturbance proposed on the site (and off-site if applicable) and total area of new impervious surface created. A summary of the drainage analysis showing a comparison of the estimated peak flow and volumes for various design storms (see Table 1. Stormwater Infrastructure Design Criteria) at each of the outlet locations shall be included.
- c. The Stormwater Management Plan shall describe the general approach and strategies implemented, and the facts relied upon, to meet the goals of Section C. The Stormwater Management Plan shall include design plans and/or graphical sketch(es) of all proposed above ground Low Impact Development (LID) practices.
 - d. The Stormwater Management Plan shall include calculations of the change in impervious area, pollution loading and removal volumes for each best management practice, and GIS files containing the coordinates of all stormwater infrastructure elements (e.g., catch basins, swales, detention/bioretenion areas, piping).
 - e. The Stormwater Management Plan shall include a description and a proposed Site Plan showing proposed erosion and sediment control measures, limits of disturbance, temporary and permanent soil stabilization measures in accordance with the NH Department of Environmental Services *Stormwater Manual Volume 3* (as amended) as well as a construction site inspection plan including phased installation of best management practices and final inspection upon completion of construction. All temporary erosion and sediment control measures shall be removed upon completion (complete stabilization) of the project site.
 - f. The Stormwater Management Plan shall include a long-term stormwater management Best Management Practices (BMP) inspection and maintenance plan (Section E) that describes the responsible parties and contact information for the qualified individuals who will perform future inspections. The inspection frequency, maintenance and reporting protocols shall be included.
 - g. The Stormwater Management Plan shall describe and identify locations of any proposed deicing chemical and/or snow storage areas. Stormwater Management Plan will describe how deicing chemical use will be minimized or used most efficiently.
 - h. In urbanized areas that are subject to the *EPA MS4 Stormwater Permit* and will drain to chloride-impaired waters, any new developments and redevelopment projects shall submit a description of measures that will be used to minimize salt usage, and track and report amounts applied using the UNH Technology Transfer Center online tool (<http://www.roadsalt.unh.edu/Salt/>) in accordance with Appendix H of the *NH MS4 Permit*.
18. General Performance Criteria for Stormwater Management Plans.
- a. All applications shall apply site design practices as outlined in the Development Regulations, to reduce the generation of stormwater in the post-developed condition, reduce overall impervious surface coverage, seek opportunities to capture and reuse and minimize the discharge of stormwater to the municipal stormwater management system.
 - b. Water Quality Protection.

Stormwater Management Ordinance (July 2022)

- i. No stormwater runoff generated from impervious cover from new development or redevelopment shall discharge directly into a jurisdictional wetland or surface water body without adequate treatment as noted in this Ordinance.
 - ii. All developments shall provide adequate management of stormwater runoff and prevent discharge of stormwater runoff from creating or contributing to water quality impairment.
 - c. Onsite groundwater recharge shall be maintained by promoting infiltration through use of structural and non-structural methods. The recharge from the post development site shall maintain or exceed the recharge from pre-development site conditions in accordance with the soil type requirements discussed above in Section C.9. Capture and reuse of stormwater runoff is encouraged in instances where groundwater recharge is limited by site conditions. All stormwater management practices shall be designed to convey stormwater to allow for maximum groundwater recharge. This shall include, but not be limited to:
 - i. Maximizing flow paths from collection points to outflow points.
 - ii. Use of multiple best management practices (NH Stormwater Manual).
 - iii. Retention of stormwater and discharge to fully vegetated areas.
 - iv. Maximizing use of infiltration practices.
 - v. Stormwater System Design Performance Standards described in Appendix A.
 - d. Stormwater system design, performance standards and protection criteria shall be provided as prescribed in Appendix A. Calculations shall include sizing of all structures and best management practices, including sizing of emergency overflow structures based on assessment of the 100-year 24-hour frequency storm discharge rate.
 - e. The sizing and design of stormwater management practices shall utilize the higher precipitation volume from new precipitation data from the *Northeast Region Climate Center (NRCC) Extreme Precipitation Tables* or the most recent precipitation atlas published by the National Oceanic and Atmospheric Administration (NOAA) for the sizing and design of all stormwater management practices.
 - f. All stormwater management practices involving bioretention and vegetative cover as a key functional component must have a landscaping plan detailing both the type and quantities of plants and vegetation to be in used in the practice. Additional detail shall include how vegetation is to be maintained and that the owner of the property is responsible for maintaining vegetation. The use of native plantings appropriate for site conditions is required for these types of stormwater treatment areas. The landscaping plan must be prepared by a registered landscape architect, certified wetland scientist, or another qualified professional.
19. Water Quality Protection: All aspects of the application shall be designed to protect the quality of surface waters and groundwater of the Town of Milford as follows:
 - a. No person shall locate, store, discharge, or permit the discharge of any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity,

Stormwater Management Ordinance (July 2022)

noxiousness, toxicity, or temperature that may run off, seep, percolate, or wash into surface water or groundwater to contaminate, pollute, harm, impair or contribute to an impairment of such waters.

- b. All storage facilities for fuel, chemicals, chemical or industrial wastes, and biodegradable raw materials shall meet the regulations of the New Hampshire Department of Environmental Services (NHDES).

H. Stormwater Management for Redevelopment

1. Redevelopment (as applicable to this stormwater Ordinance) means:
 - a. Any construction, alteration, or improvement that disturbs existing impervious area (including demolition and removal of road/parking lot materials down to the erodible sub-base) or expands existing impervious cover by any amount, where the existing land use is commercial, industrial, institutional, governmental, recreational, or multi-family residential.
 - b. Any redevelopment activity that results in improvements with no increase in impervious area shall be considered redevelopment activity under this Ordinance.
 - c. Any new impervious area over portions of a site that are currently pervious.
 - d. The following activities are not considered redevelopment:
 - i. Interior and exterior building renovation (no change in building footprint).
 - ii. Resurfacing of an existing paved surface (e.g., parking lot, walkway, or roadway).
 - iii. Pavement excavation and patching that is incidental to the primary project purpose, such as replacement of a collapsed storm drain.
 - iv. Landscaping installation and maintenance.
2. Redevelopment applications shall comply with the requirements of Sections G.17 Submission Requirements for Stormwater Management Report and Plans, G.18 General Performance Criteria for Stormwater Management Plans, and G.19 Water Quality Protection.
3. For sites meeting the definition of a redevelopment project and having less than forty (40%) percent existing impervious surface coverage, the stormwater management requirements will be the same as other new development projects. The applicant must satisfactorily demonstrate that impervious area is minimized, and Low Impact Development (LID) practices have been implemented on-site to the maximum extent practicable.
4. For sites meeting the definition of a redevelopment project and having more than forty (40%) percent existing impervious surface area, stormwater shall be managed for water quality in accordance with one or more of the following techniques, listed in order of preference:
 - a. Implement measures onsite that result in disconnection or treatment of one hundred (100%) percent of the additional proposed impervious surface area and at least thirty (30%) percent of the existing impervious area and pavement areas, preferably using filtration and/or infiltration practices.

Stormwater Management Ordinance (July 2022)

- b. If resulting in greater overall water quality improvement on the site, implement Low Impact Development practices to the maximum extent practicable to provide treatment of runoff generated from at least forty (40%) percent of the entire developed site area.
 - c. An alternative plan resulting in greater overall water quality improvement from runoff from the site, as approved by the Planning Board.
5. Off-Site Mitigation:
- a. In cases where the applicant demonstrates, to the satisfaction of the planning board, that onsite treatment has been implemented to the maximum extent possible or is not feasible, off-site mitigation will be an acceptable alternative if implemented within the same sub-watershed, within the project's drainage area or within the drainage area of the receiving water body. To comply with local watershed objectives the mitigation site would be preferably situated in the same sub-watershed as the development and impact/benefit the same receiving water.
 - b. Off-site mitigation shall be equivalent to no less than the total area of impervious cover NOT treated on-site.
 - c. An approved off-site location must be identified, the specific management measures identified, and an implementation schedule developed in accordance with planning board review. The applicant must also demonstrate that there is no downstream drainage or flooding impacts as a result of not providing on-site management for large storm events.
 - d. A monetary contribution may be allowed by the Planning Board if the funds can be used for water quality mitigation that is at least equal to the impact caused by the development project and the Planning Board determines that it is in the Town's best interest.

I. Stormwater Management Plan and Site Inspections

1. The applicant shall provide that all stormwater management and treatment practices have an enforceable operations and maintenance plan and agreement to ensure the system functions as designed. This agreement will include all maintenance easements required to access and inspect the stormwater treatment practices, and to perform routine maintenance as necessary to ensure proper functioning of the stormwater system. The operations and maintenance plan shall specify the parties responsible for the proper maintenance of all stormwater treatment practices. The operations and maintenance plan shall be provided to the Planning Board as part of the application prior to issuance of any local permits for land disturbance and construction activities.
2. The applicant shall provide legally binding documents for filing with the registry of deeds (recorded plan for subdivisions and a deed reference for all other projects) which demonstrate that the obligation for maintenance of stormwater best management practices and infrastructure runs with the land and that the Town has legal access to inspect the property to ensure their proper function or maintain onsite stormwater infrastructure when necessary to address emergency situations or conditions.
3. The property owner shall bear responsibility for the installation, construction, inspection, and

Stormwater Management Ordinance (July 2022)

maintenance of all stormwater management and erosion control measures required by the provisions of these Ordinances and as approved by the Planning Board, including emergency repairs completed by the Town.

J. Stormwater Management Plan Recordation

1. Stormwater management and sediment and erosion control plans shall be incorporated as part of any approved development application. A Notice of Decision acknowledging the Planning Board approval of these plans shall be maintained in the Town's Planning Office.
2. The applicant shall submit as-built drawings (hard copy and CAD/GIS format) of the constructed stormwater management system following construction.
3. Easements: Where a development is traversed by or requires the construction of a watercourse or a drainage way, an easement to the Town of adequate size to enable construction, reconstruction and required maintenance shall be provided for such purpose. Easements to the Town shall also be provided for the purpose of periodic inspection of drainage facilities and Best Management Practices should such inspections by the Town become necessary. All easements shall be recorded at the County Registry of Deeds.

K. Inspection and Maintenance Responsibility

1. Municipal staff or their designated agent, including but not limited to the Code Enforcement Officer or Town Engineer, shall be granted site access to complete inspections to ensure compliance with the approved stormwater management and sediment and erosion control plans. Such inspections shall be performed at a time agreed upon with the landowner.
 - a. If permission to inspect is denied by the landowner, municipal staff or their designated agent shall secure an administrative inspection warrant from the district or superior court under *RSA 595-B Administrative Inspection Warrants*. Expenses associated with inspections shall be the responsibility of the applicant/property owner.
 - b. If violations or non-compliance with a condition(s) of approval are found on the site during routine inspections, the inspector shall provide a report to the Board of Selectmen and the Planning Board documenting these violations or non-compliance, including recommend corrective actions. The Code Enforcement Officer or other municipal staff shall notify the property owner in writing of these violations or non-compliance and corrective actions necessary to bring the property into full compliance. At their discretion, the Code Enforcement officer may issue a stop work order if corrective actions are not completed within 10 business days.
 - c. If corrective actions are not completed within a period of 30 days from property owner's notification, the Planning Board may exercise their jurisdiction under *RSA 676:4-a, Revocation of Recorded Approval*.
2. The applicant shall bear final responsibility for the installation, construction, inspection, and disposition of all stormwater management and erosion control measures required by the Planning Board. Site development shall not begin before the Stormwater Management Plan receives

Stormwater Management Ordinance (July 2022)

written approval by the Planning Board.

- a. The applicant and the applicant's engineer (or technical representative) shall schedule and attend a mandatory preconstruction meeting with the Town Engineer or his designee at least two weeks prior to commencement of construction. All required escrow deposits and bonding must be in place prior to the scheduled meeting. (Note: Preconstruction conferences will typically not be required for construction of one single-family home or one residential duplex, not part of a larger plan of construction.)
 - b. The Department of Community Development and/or Department of Public Works reserve the right to prepare and request the applicant's acknowledgement of a preconstruction checklist.
 - c. The applicant shall bear final responsibility for the installation, construction, inspection, and disposition of all stormwater management and erosion control measures required by the provisions of this Ordinance.
 - d. The Department of Community Development may require a bond or other security with surety conditions in an amount satisfactory to the Town, providing for the actual construction, installation, and removal of such measures within a period specified by the Town and expressed in the bond or the security.
 - e. The Department of Community Development and/or Code Enforcement may require the owner or his authorized agent to deposit in escrow with the Town an amount of money sufficient to cover the Town's costs for inspection and any professional assistance required for site compliance monitoring.
 - f. Site development shall not begin before all Town, State and Federal Permits are in place.
3. The municipality retains the right, though accepts no responsibility, to repair or maintain stormwater infrastructure if: a property is abandoned or becomes vacant; and in the event a property owner refuses to repair infrastructure that is damaged or is not functioning properly.
 4. Landowners subject to an approved Stormwater Management Plan shall be responsible for submitting an annual report to the Planning Board by September 1 each year by a qualified professional that all stormwater management and erosion control measures are functioning per the approved stormwater management plan. The annual report shall note if any stormwater infrastructure has needed any repairs other than routine maintenance and the results of those repairs. If the stormwater infrastructure is not functioning per the approved stormwater management plan the landowner shall report on the malfunction in their annual report and include detail regarding when the infrastructure shall be repaired and functioning as approved.
 5. If no report is filed by September 1st, municipal staff or their designated agent shall be granted site access to complete routine inspections to ensure compliance with the approved stormwater management and sediment and erosion control plans. Such inspections shall be performed at a time agreed upon with the landowner and at the landowner's expense.
 6. If the stormwater infrastructure is not functioning per the approved stormwater management plan the landowner shall report on the malfunction in their report and include detail regarding

Stormwater Management Ordinance (July 2022)

when the infrastructure shall be repaired and functioning as approved. Landowners are responsible for maintaining their own records and the Town may request record information on any sites as they determine necessary.

7. Municipal staff or their designated agent shall have site access to complete routine inspections to ensure compliance with the approved stormwater management and sediment and erosion control plans. Such inspections shall be performed at a time agreed upon with the landowner and at the landowner's expense.
8. Confirmation by Registered Professional Engineer. Upon such inspection, when the circumstances of any suspected breach of condition or violation of this Ordinance involve standards that implicate technical engineering criteria either included in this Ordinance or as a condition of such permits, the Code Enforcement Officer, Health Officer, and/or DPW Director or their designee shall seek confirmation that such circumstances constitute a violation of such criteria prior to taking any enforcement at the landowner's expense.
9. Enforcement. Upon such confirmation by a Registered Professional Engineer, or when such confirmation is not required due to the fact that the circumstances of such violation do not implicate technical engineering criteria either included in this Ordinance or as a condition of such permit, the Code Enforcement Officer, Health Officer, and/or DPW Director or their designee may proceed to enforce the provisions of this Ordinance or conditions of the permit in accordance with applicable statutes, rules or regulations and at the landowner's expense.

L. Glossary of Terms

BEST MANAGEMENT PRACTICES (BMPs) - A structural or non-structural device designed to temporarily store or treat urban stormwater runoff in order to mitigate flooding, reduce pollution and provide other amenities.

BIORETENTION – A water quality practice that utilizes vegetation and soils to treat urban stormwater runoff by collecting it in shallow depressions, before filtering through an engineered bioretention planting soil media.

BUFFER – An upland area adjacent to a wetland or surface water. This buffer zone, under the jurisdiction of the Town of Milford, shall include an area of one hundred (100) feet, measured on a horizontal plane from the mean high-water mark of a surface water, the delineated edge of a wetland, or the limits of hydric soils (whichever is most restrictive).

DISTURBED AREA – An area in which the natural vegetative soil cover has been removed or altered and, therefore, is susceptible to erosion.

EFFECTIVE IMPERVIOUS COVER (EIC) – The total impervious surface areas less the area of disconnected impervious cover (areas where runoff is captured and infiltrated or otherwise treated).

ENVIRONMENTAL (NATURAL RESOURCE) PROTECTION - Policies and procedures aimed at conserving natural resources, preserving the current state of natural environments and, where possible, reversing degradation. Any activity to maintain or restore environmental quality through preventing the emission

Stormwater Management Ordinance (July 2022)

of pollutants or reducing the presence of polluting substances in environmental media and preventing physical removal or degradation of natural resources.

FILTRATION – The process of physically or chemically removing pollutants from runoff. Practices that capture and store stormwater runoff and pass it through a filtering media such as sand, organic material, or the native soil for pollutant removal. Stormwater filters are primarily water quality control devices designed to remove particulate pollutants and, to a lesser degree, bacteria, and nutrients.

GROUNDWATER RECHARGE – The process by which water that seeps into the ground, eventually replenishing groundwater aquifers and surface waters such as lakes, streams, and the oceans. This process helps maintain water flow in streams and wetlands and preserves water table levels that support drinking water supplies.

GROUNDWATER RECHARGE VOLUME (GRV) – The post-development design recharge volume (i.e., on a storm event basis) required to minimize the loss of annual pre-development groundwater recharge. The GRV is determined as a function of annual pre-development recharge for site-specific soils or surficial materials, average annual rainfall volume, and amount of impervious cover on a site.

IMPAIRED WATERS – Those waterbodies not meeting water quality standards. Pursuant to Section 303(d) of the federal Clean Water Act, each state prepares a list of impaired waters (known as the 303(d) list) which is presented in the state's Integrated Water Report as Category 5 waters. Those impaired waters for which a TMDL has been approved by US EPA and is not otherwise impaired, are listed in Category 4A.

IMPERVIOUS COVER – Impermeable surfaces shall include buildings, paved and unpaved vehicular access and parking areas, and any other area incapable of percolating water at a rate comparable to dry uncompacted ground. Term defined in Zoning Ordinance, Section IX General Standards, E.

INFILTRATION – the process of runoff percolating into the ground (subsurface materials). Stormwater treatment practices designed to capture stormwater runoff and infiltrate it into the ground over a period of days.

LOW IMPACT DEVELOPMENT (LID) - Low impact development is a site planning and design strategy intended to maintain or replicate predevelopment hydrology through the use of site planning, source control, and small-scale practices integrated throughout the site to prevent, infiltrate, and manage runoff as close to its source as possible. Examples of LID strategies are pervious pavement, rain gardens, green roofs, bioretention basins and swales, filtration trenches, and other functionally similar BMPs located near the runoff source.

MAXIMUM EXTENT PRACTICABLE (MEP) - To show that a proposed development has met a standard to the maximum extent practicable, the applicant must demonstrate the following: (1) all reasonable efforts have been made to meet the standard, (2) a complete evaluation of all possible management measures has been performed, and (3) if full compliance cannot be achieved, the highest practicable level of management is being implemented.

MITIGATION – Activities, strategies, policies, programs, actions that, over time, will serve to avoid, minimize, or compensate for (by treating or removing pollution sources) the impacts to or disruption of water quality and water resources. **MS4** – Refers to the Small Municipal Separate Storm Sewer System General Permit - the MS4 General Permit - issued by the EPA under the Clean Water Act. MS4 applies to

Stormwater Management Ordinance (July 2022)

municipalities that contain any portion of an urbanized area as defined by the Census. It applies to stormwater conveyances owned by a State, city, town, or other public entity that discharge to 'Waters of the United States.' The MS4 Permit requires that operators of small MS4s develop a Storm Water Management Program that uses appropriate Best Management Practices (BMPs) for each of the six minimum control measures required in the MS4 permit.

NATIVE VEGETATION AND PLANTINGS - Plants that are indigenous to the region, adapted to the local soil and rainfall conditions, and require minimal supplemental watering, fertilizer, and pesticide application.

LOAD – means an amount of pollutants that is introduced into a receiving waterbody measured in units of concentration or mass per time (i.e., concentration (mg/l) or mass (lbs./day)).

RETENTION – The amount of precipitation on a drainage area that does not escape as runoff. It can be expressed as the difference between total precipitation and total runoff from an area. **TOTAL**

SUSPENDED SOLIDS (TSS) – The total amount of soils particulate matter which is suspended in the water column.

WATER QUALITY VOLUME - The storage needed to capture and treat 90% of the average annual stormwater runoff volume. In New Hampshire, this equates to 1-inch of runoff from impervious surfaces.

WATERSHED – All land and water area from which runoff may run to a common (design) discharge point.

Appendix A. Stormwater Infrastructure Design Criteria

Design Criteria	Description										
<p>Water Quality Volume (WQV)</p>	<p>$WQV = (P)(Rv)(A)$</p> <p>P = 1 inch of rainfall</p> <p>Rv = unitless runoff coefficient, $Rv = 0.05 + 0.9(I)$</p> <p>I = percent impervious cover draining to the structure converted to decimal form</p> <p>A = total site area draining to the structure</p>										
<p>Water Quality Flow (WQF)</p>	<p>$WQF = (q_u)(WQV)/640$</p> <p>WQV = water quality volume calculated as noted above</p> <p>q_u = unit peak discharge from TR-55 exhibits 4-II and 4-III [1 square mile=640 acres, converts WQF equation to cubic feet per second]</p> <p>Variables needed for exhibits 4-II and 4-III:</p> <p>I_a = the initial abstraction = 0.2S</p> <p>S = potential maximum retention in inches = $(1000/CN) - 10$</p> <p>CN = water quality depth curve number $= 1000/(10+5P+10Q-10[Q^2+1.25(Q)(P)]^{0.5})$</p> <p>P = 1 inch of rainfall</p> <p>Q = the water quality depth in inches = WQV/A</p> <p>A = total area draining to the design structure</p>										
<p>Groundwater Recharge Volume (GRV)</p>	<p>$GRV = (A_i)(R_d)$</p> <p>A_i = the total area of effective impervious surfaces that will exist on the site after development</p> <p>R_d = the groundwater recharge depth based on the USDA/NRCS hydrologic soil group, as follows:</p> <table border="1" data-bbox="472 1514 997 1772"> <thead> <tr> <th>Hydrologic Group</th> <th>R_d (inches)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>0.40</td> </tr> <tr> <td>B</td> <td>0.25</td> </tr> <tr> <td>C</td> <td>0.10</td> </tr> <tr> <td>D</td> <td>0.00</td> </tr> </tbody> </table>	Hydrologic Group	R_d (inches)	A	0.40	B	0.25	C	0.10	D	0.00
Hydrologic Group	R_d (inches)										
A	0.40										
B	0.25										
C	0.10										
D	0.00										
<p>Channel Protection Volume (CPV)</p>	<p>If the 2-year, 24-hour post-development storm volume <i>does not increase</i> due to development then: control the 2-year, 24-hour post-development peak flow rate</p>										

Stormwater Management Ordinance (July 2022)

	<p>to the 2-year, 24-hour predevelopment level.</p> <p>If the 2-year, 24-hour post-development storm volume <i>does increase</i> due to development then: control the 2-year, 24-hour post-development peak flow rate to ½ of the 2-year, 24-hour pre-development level or to the 1-year, 24-hour pre-development level.</p>
Peak Control	Post-development peak discharge rates shall not exceed pre-development peak discharge rates for the 2-year, 10-year, 25-year, 24-hour storms
EIC and UDC	<p>%EIC = area of effective impervious cover/total drainage areas within a project area x 100</p> <p>%UDC = area of undisturbed cover/total drainage area within a project area x 100</p>

[Source: *NH DES Stormwater Manual: Volume2 Post-Construction Best Management Practices Selection & Design (December 2008)*, as amended.

**7:20 MILFORD FIRE HORN
DISCONTINUANCE – PUBLIC INPUT**

4. a) 1) Acceptance and Appropriation of Gifts of Property Under \$5,000 (31:95 (e))

Board of Selectmen
Agenda Date: 8/22/2022

Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b))

Source	Amount	Purpose
None at this time.		

Acceptance of Gifts of Property Under \$5,000 (31:95(e))

Steve Trombly Excavating & Clayton Gray

Donation of the authentic granite steps for the Laurel Schoolhouse. Including the installation, the estimated value is \$4,200. See attached memo from the Milford Heritage Commission.



Milford Heritage Commission
Town Hall
1 Union Square
Milford NH 03055

Board of Selectmen
Town of Milford
1 Union Square
Milford NH 03055

August 22, 2022

The Heritage Commission would like the Board of Selectmen to accept a donation for the Laurel/Abbot School house.

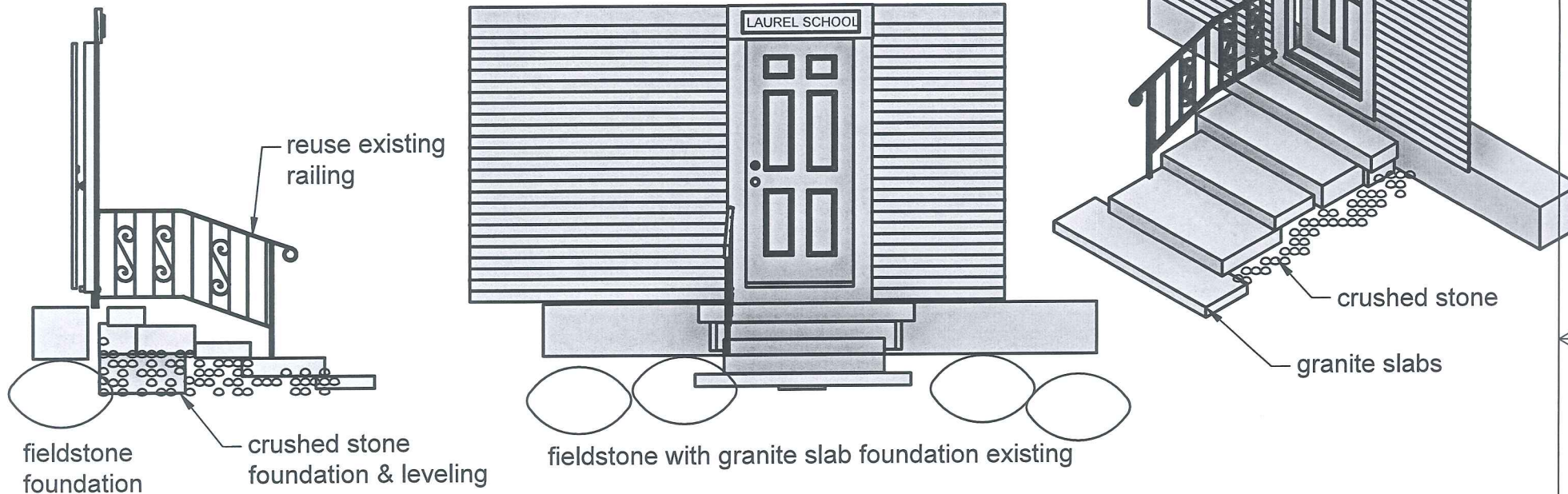
- The steps donation was brought before the Board of Selectmen in the April 11, 2022 meeting, but never accepted as a 31:95. Two members of the Heritage Commission expressed that we received a donation and installation of the authentic granite steps for the Laurel/Abbot Schoolhouse. The attached is the signed building permit which shows the donor and the fair-market value of the work.

Respectfully

David Palance
Chairman
Milford Heritage Commission

Meets 2nd Wednesday of each month 7:00PM
Wadleigh Memorial Library
Lull Room

View from Shepard Street



Notes:

1. Old steps will be removed and the ground prepared with at a depth of at least 12 inches of crushed stone.
2. Crushed stone will be compacted within 8 to 12 inches of the building foundation
3. Steps shall have a consistent rise of between 4 and 7 ¾ inch with a minimum run of 10 ½ inch.
4. The outermost edge of each step will overlap the lower by more than 3 inches.

<p>The rise of the steps are 7". Total rise is 28".</p> <p>Locally sourced granite slabs vary in length 50 to 70" and centered to door.</p> <p>Crushed stone anchors and levels the slabs.</p> <p>Railing is reused if possible.</p>	<p>PROJECT</p> <h1 style="margin: 0;">Laurel School / Troop #4 Scouts</h1> <p>TITLE</p> <h2 style="margin: 0;">stone step proposal</h2> <p style="margin: 0;">Labor and materials donated by local business</p>			
<p>APPROVED</p>	<p>SIZE</p> <p>A</p>	<p>CODE</p>	<p>DWG NO</p>	<p>REV</p> <p>A</p>
<p>CHECKED Jamie Ramsay 12/22/2021</p>	<p>SCALE 1:50</p>		<p>WEIGHT Granite: 100lbs/ft³ typ.</p>	<p>SHEET 1/1</p>
<p>DRAWN David Palance 12/19/2021</p>				



Building Permit Application

TOWN OF MILFORD, BUILDING SAFETY DEPARTMENT

JOB SITE INFORMATION AND LOCATION

Street Address: 7 Shepard St. Lot # 031-034

Tax Map / Parcel # 31/34

DESCRIPTION OF WORK

Remove decaying concrete steps and replace with local quarried granite.

PROPERTY OWNER TENANT

Name: Milford, Town of

Address: 1 Union Square

City/State/Zip: Milford, NH 03055

Phone: (603) 249-0620 Cell: ()

Email:

APPLICANT CONTACT PERSON

Business Name: Town of Milford Heritage Commission

Contact Name: David Palance

Address:

City/State/Zip:

Phone: () Cell: (603) 321-6068

Email: cemeterymapping@comcast.net

CONTRACTOR

Business Name: Steve Trombly Excavating

Address: 196 North River Rd.

City/State/Zip: Milford, NH 03055

Phone: (603) 554-7533 Cell: ()

Email: stevetrombly@hotmail.com

I CERTIFY THAT THE INFORMATION GIVEN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Authorized signature

Date:

Application # _____

TYPE OF WORK

- New Construction
- Alteration/Addition/Replacement
- Demolition

Valuation of work: \$ 4,200.00

CONSTRUCTION CATEGORY

- One & Two Family Dwelling
- Condominium
- Commercial/Industrial
- Multi-family Dwelling
- Accessory Structure
- ADU
- MH
- Tenant Change
- Other: _____

BUILDING PERMIT FEES*

Please refer to the Fee Schedule
(approved by the BOS on 5/8/17)

Due upon application \$50.00

Amount received: \$

Date received: _____

Check ___ Cash ___

THIS PERMIT APPLICATION EXPIRES IF A PERMIT IS NOT OBTAINED WITHIN 180 DAYS FROM ACCEPTED AS COMPLETE.

NO CHANGE FROM THE INFORMATION IN THIS APPLICATION WILL BE MADE WITHOUT APPROVAL OF THE BUILDING OFFICIAL.

CONSTRUCTION ACTIVITIES SHALL NOT COMMENCE UNTIL THE BUILDING PERMIT IS ISSUED.



Building Permit Application Checklist

MILFORD BUILDING SAFETY DEPARTMENT

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW	YES	NO	N/A
1. Completed and signed application.			
2. Plot plan drawn to scale, showing lot dimensions and building setbacks; footprint of structure (s) including decks; and location of wells/septic systems, easements, driveway and utilities.			
3. Two complete sets of legible construction plans, drawn to scale, showing conformance to applicable local and state building codes. <i>(Plan review cannot be completed if copyright violations exist)</i>			
3a. Floor plans showing all dimensions; room identification; and window/door sizes.			
3b. Cross section(s) showing framing member sizes and spacing for floor beams, headers, joists, sub-floor, wall construction, and roof construction.			
3c. Foundation plans showing dimensions and details, rebar placement, footings, piers (Sonotubes) For engineered systems see item #15.			
3d. Details for walls, roof, slope, insulation, footing and foundation.			
3e. Elevation views for new construction, additions and decks.			
3f. Wall bracing (prescriptive path) and/or lateral analysis plans. Must indicate details and locations; for non-prescriptive path analysis provide specification elevations with cross references.			
3g. Floor/roof framing plans for all floors/roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation.			
3i. Beam calculations using current code design values for all beam and multiple joists over 10 feet long and /or any beam/joist carrying a non-uniform load.			
3j. Manufactured floor/roof truss design details.			
Additional requirements (when applicable)			
4. Energy Code compliance with prescriptive envelope requirements. Identify the prescriptive path or provide calculations along with additional measures.			
5. Stormwater Checklist (permit required if over 5,000 SF of disturbance).			
6. Septic system approval for construction.			
7. Water / Sewer connections (Approval from Water Utilities Department).			
8. Driveway application (Approval from DPW).			
9. Letter from Property Owner, Association or Landlord.			
10. Rain Garden details.			
Additional requirements for Non-Residential applications			
11. Land use actions completed (Planning Board and ZBA approvals).			
12. Additional set of plans for Fire Dept review.			
13. Statement of Special Inspections (Refer to IBC Chapter 17) shall be completed for all plans required to be designed by a registered architect or engineer.			
14. Plans shall be accompanied by a Code Summary completed by a New Hampshire licensed engineer registered in the respective disciplines.			
15. Engineer's calculations. When required or provided, (i.e., shear wall, roof truss) shall be stamped by an engineer licensed in NH and shall be shown to be applicable to the project under review.			
16. Mechanical/HVAC, electrical, plumbing plans.			

Rotary
Club of Milford NH



Milford Lions Club

August 5, 2022

Chairman Paul Dargie and Board of Selectmen
Milford Town Hall
1 Union Square
Milford, NH 03055

4. a) 2) Waiver of Open Container Ordinance #7.04.070 for the Milford Pumpkin Festival Event October 7th and 8th 2022.

Dear Chairman Dargie and members of the Milford Board of Selectmen,

The Milford Rotary and Milford Lions Clubs are very pleased to have the opportunity to work with the Granite Town Festivities Committee (GTFC) and the Town of Milford on the 33rd annual Milford Pumpkin Festival. For the fourth year, our service clubs will be collaborating with GTFC to organize a variety of family friendly Pumpkin Festival activities on the Community House Lawn, providing opportunities to some of Milford's local non-profits and youth service organizations to fundraise and promote their programs during the day. We will also be organizing and hosting the nighttime alcohol tastings of small samples of beer, wine, hard cider, and spirits with an emphasis on NH and locally crafted products. The non-profit and youth service booths will be closed during the tasting events.

We propose to offer the tasting sessions from 5:30pm-9:00pm on both Friday night 10/7/22 and Saturday night 10/8/22 during the Milford Pumpkin Festival and will be following all procedures and rules as laid out by the NH Liquor Commission licensing board. We have permission from the Livermore Community Association which owns the property and we will be reviewing the operational details with the Livermore Association and Milford's Police, Fire, Ambulance and Public Works Departments. After three years of successful Pumpkin Festival tasting events, we anticipate that these groups will support the endeavor.

We request that the Board of Selectmen grant a two-day waiver of the Open Container Ordinance #7.04.070 specifically and only in relation to the alcohol tasting activity at the Milford Pumpkin Festival event and location; and agreement on having said alcohol tasting activity located on the Community House Lawn on Friday night 10/7/22 and Saturday night 10/8/22 both from 5:30pm to 9:00pm. Following the established format, the tasting area will be in a roped off area and attendees will be required to provide proper proof of legal drinking age. The Milford Rotary and Lions Clubs will have liability insurance, naming GTFC, the Town of Milford, and the Livermore Community Association as additionally insured, to cover the activity and will carry all necessary state licenses.

We look forward to working with the GTFC and the Town of Milford, and contributing our time and talents to another highly successful Milford Pumpkin Festival. Please feel free to contact Bob Moulton should there be any questions or concerns. Thank you for your consideration of these requests.

Sincerely,

Bob Moulton Janet Langdell, Tim Finan, Tricia Shea and Beth San Martino

7.04.070 Open Liquor Container Prohibition

A. Definitions

- a. "Alcoholic Beverage" and "Liquor" as used herein shall have the same meaning as defined in NH RSA 175:1.
- b. "Public Building" as used herein shall mean any local government or school offices, facilities, or buildings.
- c. "Way" as used herein shall have the same meaning as defined in NH RSA 259:125, II.
- d. "Passenger area of any motor vehicle" as used herein shall have the same meaning as defined in NH RSA 265-A:44.

B. Acts Prohibited

- a. No person shall consume any alcoholic beverage or liquor or possess, carry, transport or otherwise have under his/her control or in the passenger area of any motor vehicle any alcoholic beverage or liquor, except in the original container and with the seal unbroken, upon any way, sidewalk, municipal parking lot, park or common, public building or grounds of any public building or in other areas commonly held open to the public located within the limits of the Town of Milford, New Hampshire.

C. Penalty

- a. Any person who violates the provisions of this Ordinance shall be guilty of a violation and subject to a fine as further described in Milford Municipal Code Appendix B – Fines.

D. Exemptions

- a. This Ordinance shall not apply in those specific areas, grounds, or public buildings authorized to serve liquor pursuant to a license issued by the New Hampshire Liquor Commission under NH RSA 178 or pursuant to the authorization of the Milford Board of Selectmen and/or Chief of Police or under any of the circumstances excepted in NH RSA 265-A:44, V. (Ord. 2010-001, 10-03-08)

4. a) 3) Report of Wood Cut, Map 52 Lot 18-1

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2021 to March 31, 2022

TOWN / CITY OF: Milford
COUNTY OF: Hillsborough
DATE OF BILLING: August 22, 2022

SEND SIGNED COPY TO: NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
PO BOX 487
CONCORD, NH 03302-0487
or E-mail to timber@dra.nh.gov

Paul Dargie Chair	8/22/2022
Tim Finan Co-Chair	8/22/2022
Gary Daniels	8/22/2022
Laura Dudziak	8/22/2022
David Freel	8/22/2022

# 1	# 4	# 5	# 6	# 6	# 7		# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET (In Thousands)	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE		TOTAL ASSESSED VALUE	TAX AT 10 %	
KRYCKI, AARON & CORRINE 44 RUONALA RD Milford, NH 03055	WHITE PINE	12.500				\$150.00	\$1,875.00	\$187.50	Subtotal of TAXES Due (Col. #9)
	HEMLOCK					\$45.00			
	RED PINE					\$40.00			
	SPRUCE & FIR					\$92.50			
# 2	HARD MAPLE					\$270.00			
DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH					\$75.00			\$188.25
	YELLOW BIRCH					\$162.50			
	OAK					\$350.00			
MAP & LOT NUMBER M 52 L 18-1	ASH					\$137.50			Less bond or amount previously paid, if applicable
	SOFT MAPLE					\$100.00			
	BEECH/PALLET/TIE LOGS					\$50.00			
	PINE BOX / PALLET					\$15.00			
	OTHER:								
# 3	OTHER:								
OPERATION NUMBER					TONS	CORDS			
	21-303-11	SPRUCE & FIR				\$ 0.50			Total Amount Due
HARDWOOD & ASPEN					\$ 2.50				
PINE					\$ 0.25				
HEMLOCK					\$ 1.50				
ACCOUNT OR SERIAL #:	BIOMASS CHIPS		15.00			\$ 0.50	\$7.50	\$0.75	\$188.25
	HIGH GRADE SPRUCE					\$ 25.00			
	CORDWOOD					\$ 8.00			
							\$1,882.50	\$188.25	

**ORIGINAL WARRANT
YIELD TAX LEVY
August 22, 2022
THE STATE OF NEW HAMPSHIRE**

COUNTY OF: Hillsborough

Kathy Doherty, Collector of Taxes for Town of: Milford, in said County.

In the name of said State, you are hereby directed to collect on or before thirty (30) days from the date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the yield tax due, below, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00, or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at *ENTER TOWN or CITY NAME*,

Paul Dargie Chair	8/22/2022
Tim Finan Co-Chair	8/22/2022
Gary Daniels	8/22/2022
Laura Dudziak	8/22/2022
David Freel	8/22/2022

DATE OF BILLING: August 22, 2022

NAME & ADDRESS	TAX MAP & LOT	OPERATION #	YIELD TAX DUE
KRYCKI, AARON & CORRINE 44 RUONALA RD Milford, NH 03055	M 52 L 18-1	21-303-11	\$188.25
DATE YIELD TAX DUE:			September 21, 2022

TOWN / CITY:

Milford

COUNTY:

Hillsborough

OWNER:

KRYCKI, AARON & CORRINE

COMPANY / OWNER 2:

44 RUONALA RD

ADDRESS:

Milford, NH 03055

TOWN / STATE / ZIP:

INTENT FILED DURING TAX YEAR: April 1, 2021 to March 31, 2022

ACCOUNT & SERIAL #:

TAX MAP & LOT #:

OPERATION #:

DATE OF BILLING:

M 52 L 18-1

21-303-11

August 22, 2022

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE*	BOARD FEET (In Thousands)			
WHITE PINE	\$100.00	\$200.00			\$100.00	0.50	\$ 150.00	12.500			
HEMLOCK	\$25.00	\$65.00			\$40.00	0.50	\$ 45.00	0.000			
RED PINE	\$20.00	\$60.00			\$40.00	0.50	\$ 40.00	0.000			
SPRUCE & FIR	\$60.00	\$125.00			\$65.00	0.50	\$ 92.50	0.000			
HARD MAPLE	\$140.00	\$400.00			\$260.00	0.50	\$ 270.00	0.000			
WHITE BIRCH	\$50.00	\$100.00			\$50.00	0.50	\$ 75.00	0.000			
YELLOW BIRCH	\$75.00	\$250.00			\$175.00	0.50	\$ 162.50	0.000			
OAK	\$200.00	\$500.00			\$300.00	0.50	\$ 350.00	0.000			
ASH	\$75.00	\$200.00			\$125.00	0.50	\$ 137.50	0.000			
SOFT MAPLE	\$50.00	\$150.00			\$100.00	0.50	\$ 100.00	0.000			
BEECH/PALLET/TIE LOGS	\$25.00	\$75.00			\$50.00	0.50	\$ 50.00	0.000			
PINE BOX / PALLET	\$5.00	\$25.00			\$20.00	0.50	\$ 15.00	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.50	\$ -	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.50	\$ -	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.50	\$ -	0.000			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS	STUMPAGE VALUE CORDS	#TONS	#CORDS
SPRUCE & FIR	\$0.00	\$1.00			\$1.00		0.50	\$ 0.50		0.000	
HARDWOOD & ASPEN	\$1.00	\$4.00			\$3.00		0.50	\$ 2.50		0.000	
PINE	\$0.00	\$0.50			\$0.50		0.50	\$ 0.25		0.000	
HEMLOCK	\$0.00	\$3.00			\$3.00		0.50	\$ 1.50		0.000	
BIOMASS CHIPS	\$0.00	\$1.00			\$1.00		0.50	\$ 0.50		15.000	
HIGH GRADE SPRUCE	\$20.00	\$30.00			\$10.00		0.50	\$ 25.00		0.000	
CORD WOOD/FUELWOOD			\$8.00	\$18.00		\$0.00	0.50		\$ 8.00	\$ -	

* STUMPAGE VALUE = % RATING X RANGE DIFFERENCE + LOW RANGE VALUE

5. 1) Federal Hill Cost - Captain Frye



Town of Milford

POLICE DEPARTMENT

19 Garden Street

Milford, NH 03055

603-249-0630

Michael J. Viola

Chief of Police



August 3, 2022

To: Board of Selectman
John Shannon

Reference: Cost for Federal Hill Cell Tower upgrade
Attached Cost for Federal Hill Upgrade

Board of Selectman Members,

The Town has proceeded with the approved radio infrastructure upgrade at the Crown Castle Cellular tower and MACC Base. This memorandum is in reference to providing the Board the costs that are associated with new and upgraded communications for the new U.S Cellular monopole, which is located on Federal Hill. With the Board of Selectmen's approval, the attached prices will stay in place until the project moves forward as a projected time frame would be late fall or early spring of 2023. Normally the costs of these types of projects are limited to thirty-day quotes and thereafter subject to an increase in cost. Throughout this process we have been in communications with the vendors for this project and they have agreed to hold these prices providing that we have purchase orders created and sent to them for the purchase of equipment upon approval of the Board of Selectmen.

I am respectfully recommending that the Board of Selectmen take an affirmative position on the use of the ARPA Funds and the Sole Sourcing of the companies listed below for the completion of the Milford Emergency Services radio communications upgrade located at Federal Hill, Crown Castle and MACC Base.

- The use of the ARPA funds- \$312,469.00
- Sole source 2-Way and Motorola, County Store Engine House, Ciardelli Fuel.
- Approve Wilson Electric as the Electrician for this project, this company was the only company that provided an estimate. Two other companies denied the project.

Respectfully submitted,

Captain Craig Frye
Operations Division



Town of Milford

POLICE DEPARTMENT
19 Garden Street
Milford, NH 03055
603-249-0630

Michael J. Viola
Chief of Police



August 2, 2022

Infrastructure cost for Federal Hill cell tower site

Cost for 2-Way Communications

- **\$186,286.16**

Equipment cost from Motorola, for Federal Hill Cell Site, MACC Base, Crown Castle Cell Site

- **\$205,885.83**

Cost for Generator- Generac from County Stores

- **\$2,098.50**

Cost for Propane connection- Ciardelli Fuel

- \$1,200.00 plus \$500.00 for fuel- **\$1,700.00**

Cost for electrical connections

- **\$ 10,000.00**

Total cost for Federal Hill Project= **\$405,970.49**

Surplus from MACC Base

- - \$93,501.82

Cost less the surplus to be covered by 2022 ARPA funds- \$312,468.67

This project includes equipment at Federal Hill, Dram Cup and MACC Base. The majority of the cost will be at Federal Hill but equipment needs to be added to Dram Cup and MACC Base to complete the system.

Thank you,
Capt. Craig Frye

**5 . 2) 2022 Proposed Milford
Projects ARPA Funding**

AMERICAN RESCUE PLAN ACT (ARPA) FUNDING

2022 PROPOSED MILFORD PROJECTS

ARPA Amount Available = \$859,030.90

(PRELIMINARY LIST - NOT FINALIZED)

SUBJECT TO CHANGE

August 9, 2022

DEPARTMENT	PROJECT NAME	ESTIMATED COST	YEAR FUNDS REQUESTED	DEPARTMENT PRIORITY	T.A.PRIORITY	BOS PRIORITY
EMER SERVICES	FEDERAL HILL COMMUNICATIONS TOWER	\$315,000	2022	1 of 1	1	
WATER	PENNICHUCK BOOSTER PUMP STATION DESIGN	\$110,000	2022	1 of 1	2	
COMMDEV	2022-23 MASTER PLAN UPDATE	\$100,000	2022	1 of 1	3	
IT DEPARTMENT	CYBER SECURITY/FIBER INSTALL	\$100,000	2022	1 of 2	4	
COMMDEV	PERMITTING SOFTWARE SYSTEM	\$50,000	2022	1 of 2	5	
ADMIN	TOWN HALL HVAC SYSTEM	\$550,000	2022	1 of 1	6	
AMBULANCE	NEW AMBULANCE EQUIPMENT	\$125,000	2022	1 of 2	7	
WATER/DPW	NASHUA ST. WATER MAIN/CULVERT REPLACEMENT	\$475,000	2022	1 of 1	8	
WADLEIGH LIBRARY	HVAC SYSTEM	\$877,000	2022	1 of 1	9	
AMBULANCE / FIRE	N95 & SCBA QUANTITATIVE FIT TESTING DEVICE	\$19,110	2022	2 of 2	10	
RECREATION DEPT	RECREATION REVOLVING FUND - LOST REVENUES	\$86,987	2022	1 of 1	11	

TOTAL FUNDS REQUESTED	\$2,808,097
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6. 1) NH Municipal Association Legislative Policy Conference



Paul Dargie <pauldargie@gmail.com>

Join us for 2023-2024 Legislative Policy Conference!

1 message

New Hampshire Municipal Association <governmentaffairs@nhmunicipal.org>

Tue, Aug 16, 2022 at 11:14 AM

Reply-To: New Hampshire Municipal Association <governmentaffairs@nhmunicipal.org>

To: NHMA Member <PaulDargie@gmail.com>

Please Join Us for 2023-2024 Legislative Policy Conference

NEW HAMPSHIRE
MUNICIPAL ASSOCIATION



2023-2024 Legislative Policy Conference

9:00 am - 12:00 noon
Friday, September 23, 2022
NHMA Offices
25 Triangle Park Drive
Concord, NH 03301

Below are the links to the proposed 2023-2024 Legislative Policy Positions and Legislative Principles, as recommended by NHMA's three policy committees.

NHMA members will have an opportunity to vote on these proposals at the Legislative Policy Conference on September 23. *We urge each municipality's governing body, prior to the Legislative Policy Conference, to vote a position on the recommendations and floor proposal (see below) to provide direction to your voting delegate at the conference.* Otherwise, your delegate is free to cast your municipality's vote as he or she chooses.

NOTE: Please do not send your governing body's vote results or positions to NHMA. Your governing body's discussions and votes are only for the direction of your voting delegate. The only way a municipality may vote on these policies is to send a voting delegate to the policy conference on September 23.

2023-2024 Proposed Legislative Policy Positions

2023-2024 Proposed Legislative Principles

Registration - Voting Delegate

Each member municipality has one vote at the policy conference. Each governing body is asked to appoint a voting delegate to cast the municipality's vote on the legislative policy proposal. Please register your delegate using the link below:

Registration is required by Thursday, September 22: [REGISTRATION LINK](#)

Floor Policy Proposal

Here is a link to [the one floor policy proposal](#) we have received. This supplements the policy recommendations prepared by the three legislative policy committees, which were sent to all municipalities on July 8. Delegates at the conference will vote on the policy recommendations and the floor policy proposal, along with NHMA's Legislative Principles.

Legislative Policy Conference- September 23, 2022

The 2023-2024 NHMA Legislative Policy Conference will be held on Friday, September 23, 2022, at 9:00 a.m. at our offices at [25 Triangle Park Drive, Concord, NH 03303](#). This is an in-person event. *Each member municipality will be asked to appoint a voting delegate to cast its vote at this conference.* Each member municipality, regardless of size, has *one vote* on all policy matters.

In the absence of any other designation by the select board, aldermen, or council, NHMA will recognize one official as a municipality's voting delegate in the following order of priority:

Mayor/Chair of Board of Selectmen/Council Chair

OR

Mayor Pro Tem/Vice or Assistant Mayor/Council Vice Chair

OR

Selectman/Alderman/Councilor

OR

City or Town Manager/Town Administrator/Administrative Assistant

NHMA's bylaws require a two-thirds affirmative vote of those members present and voting for approval of any NHMA legislative policy or principle.

Questions?

Please contact NHMA's Government Affairs Department at 603.224.7447 or governmentaffairs@nhmunicipal.org.

6. 2) 2023 DRAFT Warrant Articles

Town of Milford Warrant & Financials DRAFT BUDGET AND BOND HEARING

January 9, 2023

To the inhabitants of the Town of Milford in the County of Hillsborough, in the State of New Hampshire, qualified to vote in Town Affairs:

You are hereby notified that the Annual Meeting of the Town of Milford will be held, in accordance with RSA 40:13, in said Milford, with the first session (also known as "Deliberative Session") at the Town Hall Auditorium on Saturday, February 4, 2023, at 9:00 am, to transact all business other than voting, and on Tuesday, March 8, 2022, at the Milford High School Gymnasium, for the second session (also known as "Town Vote") for voting by official ballot at the polls on all matters in the warrant as well as officers and other matters to be voted on. The polls will be open on March 14, 2023, at 6:00 a.m. and will not close earlier than 8:00 p.m.

In accordance with the Americans with Disabilities Act, the services of an interpreter will be provided as requested. Such requests must be received in the Milford Board of Selectmen's Office, Town Hall, One Union Square, Milford, NH 03055-4240, at least two (2) calendar weeks before the event. The Town will attempt to honor any requests received after this time.

ARTICLE 1 – ELECTION OF OFFICERS

ARTICLE 2 – BALLOT VOTE – ZONING CHANGES

WARRANT ARTICLE – WWTF NUTRIENT AND METALS UPGRADE - \$???? BOND possible 50% match.

Shall the town vote to raise and appropriate the sum of \$_____ for the purpose of engineering design and construction of improvements required to remove metals and nutrients from the treated wastewater discharged into the Souhegan River, and, to authorize the issuance of not more than \$_____ of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Selectmen and the Milford Water and Sewer Commissioners, as applicable, to issue, negotiate, sell and deliver such bonds or notes and to determine the interest rate thereon and the maturity and other terms thereof; and further, to authorize the Selectmen and the Milford Water and Sewer Commissioners, as applicable, to apply for, obtain and accept federal, state or other aid, grants or other funds which may be available for said project that may reduce the amount to be financed with bonds or notes, and to participate in the State Revolving Fund (SRF) RSA 486:14, established for this purpose? This warrant article is paid for via sewer user fees. As this is for issuance of long-term debt, this vote requires, under State law, 3/5 affirmative vote to pass. **The Board of Commissioners recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).**

WARRANT ARTICLE - WADLEIGH LIBRARY HVAC/ ELECTRICAL SYSTEMS UPGRADES - \$? BOND and \$? WITHDRAWAL FROM LIBRARY FUNDS)

Shall the town vote to raise and appropriate the sum of \$_____ for the purpose of the replacement and reconstruction of the Wadleigh Library HVAC/Electrical systems to include replacement of the HVAC chiller, new controls, heat recovery, air filtering and cleaning, new fan coil units, updating the electrical panels and the electrical system to improve effectiveness of heating/cooling and to provide energy savings, and to authorize the issuance of not more than \$_____ of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Selectmen and/or Library Trustees to apply for, obtain and accept federal, state or other aid and/or donations, if any, which may be available for said project and to comply with all laws applicable to said project, including but not limited, to a donation in the amount of \$_____ from the Library Trustees; and to authorize the Selectmen/and or Library

BUDGET AND BOND HEARING

Trustees to issue, negotiate, sell and deliver such bonds or notes and to determine the rate of interest thereon and the maturity and other terms thereof; and further, to authorize the Selectmen and/or Library Trustees to take any other action relative thereto or to pass any other vote relative thereto. This is a Special Warrant Article in accordance with RSA 32. As this is for issuance of long-term debt, this vote requires, under State law, 3/5 affirmative vote to pass. **The Board of Library Trustees recommends this Article (0-0). The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has no tax impact in 2023 however; beginning in 2024 this article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - MAINTENANCE AND REPLACEMENT OF TOWN HALL ROOF - \$675,000 BOND

Shall the town vote to raise and appropriate the sum of \$_____ for the purpose of maintenance and replacement of the sloped portions of the Town Hall roof, and, to authorize the issuance of not more than \$_____ of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Selectmen, as applicable, to issue, negotiate, sell and deliver such bonds or notes and to determine the interest rate thereon and the maturity and other terms thereof? As this is for issuance of long-term debt, this vote requires, under State law, 3/5 affirmative vote to pass. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - TOWN HALL HVAC REPLACEMENT - \$550,000 BOND

Shall the Town vote to raise and appropriate the sum of \$550,000 for the purchase of a New Town Hall HVAC Replacement in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes, to determine the rate of interest and other conditions in their judgment? This project request is to update the HVAC system in the town hall. Work includes replacement of HVAC chiller, new controls, heat recovery, and new fan coil units. The existing system is 30 years old and does not heat/cool effectively. The new system should address existing issues and provide significant energy savings. Note: As this is for issuance of long-term debt, this vote requires, under State law, sixty percent (60%) affirmative vote to pass. This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen support this Article (0-0). The Budget Advisory Committee support this Article (0-0). This Article has no tax impact in 2023 however; beginning in 2024 this article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - TOWN OPERATING BUDGET - \$?

Shall the Town vote to raise and appropriate an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts outlined in the budget for the purposes set forth herein, totaling \$_____. Should this Article be defeated, the default budget shall be \$_____ which is the same as last year with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). Voting YES on this article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000 when compared to voting NO on this article.**

WARRANT ARTICLE - WASTEWATER DEPARTMENT OPERATING BUDGET - \$0

Shall the Town vote to raise and appropriate the sum of \$_____ to operate and maintain the Wastewater Treatment Facility and the Sanitary Sewer Collection System, said appropriation to be offset by income received from wastewater user charges, or take any other action relative thereto? Should this Article be defeated, the default budget shall be \$_____ which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the wastewater user fees. **The Board of Commissioners recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).**

WARRANT ARTICLE - WATER DEPARTMENT OPERATING BUDGET - \$0

Shall the Town vote to raise and appropriate the sum of \$ _____ to operate and maintain the Water Department, said appropriation to be offset by income received from the water user charges, or take any other action relative thereto? Should this article be defeated, the default budget shall be \$ _____, which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the water user fees. **The Board of Commissioners recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).**

WARRANT ARTICLE - FIRE RESCUE TRUCK #2 REPLACEMENT - 7-YEAR LEASE/PURCHASE - \$750,000 Gross Purchase Price (Annual Lease Payment \$ _____)

Shall the Town vote to authorize the Board of Selectmen to enter into a 7-year lease/purchase agreement in the amount of \$750,000 for the lease-purchasing of a fire rescue truck with appropriate equipment for Fire Department operation (it will replace the current 2006 Pierce Enforcer Engine 2, which reached the end of its 15 year life cycle in 2021?). Furthermore, to raise and appropriate \$ _____ for the first year's payment for this purpose. This article includes a provision for a Fiscal Funding Clause and under state law requires a simple majority vote to pass. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - RAZE AND REMOVE 127 ELM STREET BUILDING - \$400,000

Shall the Town vote to raise and appropriate a sum not to exceed \$400,000 to raze and remove the existing industrial/commercial building located at 127 Elm Street, Milford NH? This is a special warrant article in accordance with RSA 32. The purpose of this special Warrant article is to remove the boarded-up building which if left standing on town property could become a potential hazard as it is accessible from the park. Removal of this building was recommended in the original Keyes Park Expansion Project submitted to the Board of Selectmen in December 2016. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - RECONSTRUCTION OF TOWN ROADS - \$ 400,000

Shall the Town vote to raise and appropriate the sum of \$400,000 to reconstruct roads as detailed using Cartegraph Data by the Department of Public Works. This will be a non-lapsing appropriation per RSA 32:7, VI. The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - ONE REPLACEMENT AMBULANCE (LEASE) (Annual Payment \$ ____/Total Purchase Price \$359,150)

Shall the Town will vote to authorize the Board of Selectmen to [withdraw \$105,685 from the Ambulance Capital Reserve account] and enter into a 5-year lease/purchase agreement, subject to a fiscal funding clause, which will protect the Town in the event of non-appropriation, for the purpose of lease-purchasing one ambulance with the appropriate equipment for Ambulance Department operation to replace the current 2013-A (3A) Life Line ambulance) and to raise and appropriate the sum of \$ _____ for the first year's payment for this purpose. The total purchase price of this vehicle is \$359,150. If this article passes, future years' payments will be included in the operating budget. This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - BANDSTAND RENOVATION - \$?

Shall the Town will vote to raise and appropriate the sum of \$ _____ for the purpose of renovating the existing Oval Bandstand, an historical structure to Milford. The Select Board is hereby authorized to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project, to take any and all action necessary to carry out any vote hereunder or take any other action relative thereto. **The**

Board of Selectmen support this Article (0-0). The Budget Advisory Committee support this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.

WARRANT ARTICLE - BRIDGE REPAIR AND/OR REPLACEMENT CAPITAL RESERVE - \$75,000

Shall the town vote to raise and appropriate the sum of \$75,000 to be placed in the Bridge Replacement Capital Reserve Fund? This fund was identified in the May 2014 Hoyle, Tanner Associates, Inc. study that identified needed rehabilitation for Town bridges. Expenditures from this fund would be authorized by the Board of Selectmen. The \$75,000 builds upon the Bridge Replacement Capital Reserve approved by voters in 2014. **The Board of Selectmen support this Article (0-0). The Budget Advisory Committee support this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

LINCOLN'S SOFTWARE PROGRAM \$50,000

WARRANT ARTICLE - SOCIAL SERVICES - \$40,000

Shall the Town vote to raise and appropriate the sum of \$40,000, for the purpose of providing funding to Social Service agencies for Milford residents as proposed by the Social Services Committee and submitted to the Board of Selectmen? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - DPW VEHICLES AND HEAVY EQUIPMENT CAPITAL RESERVE - \$40,000

Shall the Town vote to raise and appropriate the sum of \$40,000 to be placed in the DPW Vehicles and Heavy Equipment Capital Reserve Fund? Expenditures from this fund will require a vote at the town meeting. The \$40,000 adds to the DPW Vehicles and Heavy Equipment Capital Reserve approved by voters in 2018. The current available balance in this capital reserve account as of November 2022 is approximately \$_____. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES - \$32,000

Shall the Town vote to raise and appropriate the sum of \$32,000 for the purpose of providing the Town's share of funding to the Souhegan Valley Transportation Collaborative (SVTC) in order to continue operating a regional, non-emergency, wheelchair-accessible transportation service providing rides within the designated service area to seniors, people with disabilities, and the general public? **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - TOWN FACILITIES RENOVATION AND MAJOR REPAIR REPLACEMENT CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Town Facilities Renovation and Major Repair Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at the town meeting. The \$25,000 adds to the Town Facilities Renovation and Major Repair Replacement Capital Reserve approved by voters in 2017. The current available balance in this capital reserve account as of November 2022 is approximately \$_____. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - AMBULANCE VEHICLE REPLACEMENT CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Ambulance Vehicle Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at the town meeting. The \$25,000 adds to the Ambulance Vehicle Replacement Capital Reserve approved by voters in 2017. The current available balance in this capital reserve account as of November 2022 is approximately \$_____. **The Board of Selectmen recommends**

this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.

WARRANT ARTICLE - FIRE APPARATUS REPLACEMENT CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Fire Apparatus Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at the town meeting. The \$25,000 adds to the Fire Apparatus Replacement Capital Reserve approved by voters in 2017. The current available balance in this capital reserve account as of November 2022 is approximately \$_____. **The Board of Selectmen does not recommend this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Keyes Park Expansion Committee Project Capital Reserve Fund? The purpose of this Fund is for the design, development, and construction of improvements to Keyes Memorial Park, as outlined in the Keyes Memorial Park Expansion Committee Report, (December 20, 2016, and as amended). The Board of Selectmen has the authority to expend from this fund. The \$25,000 adds to the Keyes Park Expansion Committee Project Capital Reserve approved by voters in 2017. The current available balance in this capital reserve account as of November 2021 is approximately \$_____. **The Board of Selectmen recommend this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - ASSESSING REVALUATION CAPITAL RESERVE - \$22,500

Shall the Town vote to raise and appropriate the sum of \$22,500 to be placed in the Assessing Revaluation Capital Reserve Fund? The current available balance in this capital reserve account as of November 2022 is approximately \$_____. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 26 - WADLEIGH LIBRARY MAINTENANCE AND UPKEEP CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Library Maintenance and Upkeep Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of future library building repairs and improvements of the existing facility for the benefit of the Town approved by voters in 2022? The Library Trustees have been appointed as agents to expend from this fund. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - CONSERVATION LAND FUND - \$20,000

Shall the Town vote to raise and appropriate the sum of \$? for the purpose of adding it to the conservation fund created in accordance with RSA 36-A, said land fund being allowed to accumulate from year to year and to be available for the acquisition of property, conservation easements and other RSA 36-A allowable purposes? Contribution furthers the protection of the town's natural resources. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - INFORMATION TECHNOLOGY INFRASTRUCTURE CAPITAL RESERVE - \$ 20,000

Shall the Town vote to raise and appropriate the sum of \$20,000 to be placed in the Information Technology Infrastructure Capital Reserve Fund? The Board of Selectmen has the authority to expend from this fund. The \$20,000 adds to the Information Technology Infrastructure Capital Reserve Fund approved by voters in 2021. The current available balance in this capital reserve account as of November 2022 is approximately \$_____. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - INDEPENDENCE DAY CELEBRATION FIREWORKS - \$12,000

Shall the Town vote to raise and appropriate the sum of \$12,000 for the purpose of providing the Independence Day celebration fireworks display at a time and location to be determined by the Board of Selectmen? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - SUMMER BAND CONCERTS SUPPORT - \$9,000

Shall the Town vote to raise and appropriate the sum of \$9,000 for the purpose of holding the annual summer evening Band Concerts (bands, sound system, crossing detail)? This is a Special Warrant Article in accordance with RSA 32. This is a non-lapsing article until 12/31/24. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION SUPPORT - \$6,500

Shall the Town vote to raise and appropriate the sum of \$6,500 for the purpose of town support relative to the observance of Memorial, Veterans, and Labor Day Parades? These funds shall be used to cover parade costs incurred by Public Works, Police Department, and other Town departments, and to purchase flags to be placed on the graves of veterans 30 days before Memorial Day and removed 30 days after Veterans Day. Departmental support costs and materials associated with the provision of these services will be charged against this appropriation. This is a Special Warrant Article in accordance with RSA 32. This is a non-lapsing article until 12/31/24. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - MODIFICATION OF EXISTING ELDERLY EXEMPTION CRITERIA

Shall the Town, pursuant to RSA 72:27-a, vote to modify the elderly exemption from property tax based on assessed value for qualified taxpayers to be as follows: for persons 65 years of age up to 75 years \$83,000; for a person 75 years of age up to 80 \$124,000; for persons over 80 year of age \$200,500; and to modify the maximum asset limit for both individual and married persons to \$125,000 (excluding the value of the person(s) residence). To qualify, the person must satisfy all of the conditions of RSA 72:39-a&b that pertain to eligibility for this exemption as well as those contained in any other applicable statute including without limitation, that they demonstrate that they have been a New Hampshire resident for at least 3 consecutive years, that they own the real estate individually or jointly, or if the real estate is owned by such persons spouse, that they must have been married to each other for at least 5 years, and that the reside at the property as their primary residence. In addition, the taxpayer must have a net income in each applicable age group of not more than \$40,500, or if married a combined net income of not more than \$46,000. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.00 on an assessed valuation of \$100,000.**

WARRANT ARTICLE – WWTF COLLECTIONS CAPITAL RESERVE - \$0

Shall the Town vote to establish a Waste Water Treatment Facility Collections Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of Equipment, Sewer Lines and New Vehicles, and to appoint the Water Commissioners as agents to expend from this fund? Such fund shall be allowed to accumulate from year to year, shall not be commingled with town or city tax revenues, and shall not be deemed part of the municipality's general fund accumulated surplus. Such fund may be expended only for the purposes specified. Funds shall be held in the custody of the trustees of trust funds pursuant to RSA 35:7. **The Board of Commissioners recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).** This Article has NO TAX IMPACT

9. Approval of Final Minutes - August 1, 2022, August 8, 2022 and August 12, 2022

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

August 1, 2022

PRESENT: Paul Dargie, Member John Shannon, Town Administrator
Tim Finan, Member Andy Kouropoulos, Videographer
Gary Daniels, Member
Laura Dudziak, Member
Dave Freel, Member

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS:

Chairman Dargie called the meeting to order at 5:30 p.m., introduced Board members, and then led the audience in the Pledge of Allegiance.

Chairman Dargie announced that Town Administrator John Shannon had resigned from his position effective September 2, 2022, that the purpose of this special meeting will be to discuss the plans for the position going forward, and that the discussion would be held in nonpublic session under RSA 91-A:3 II(b) The hiring of any person as a public employee.

Selectwoman Dudziak moved and Selectman Daniels seconded a motion to enter nonpublic session in accordance with RSA 91-A:3 II(b), The hiring of any person as a public employee. A roll call vote was taken:

Selectman Gary Daniels – yes
Vice-Chairman Tim Finan – yes
Chairman Paul Dargie – yes
Selectwoman Laura Dudziak – yes
Selectman David Freel – yes

All were in favor and the motion passed 5/0

Mr. Shannon and Mr. Kouropoulos left the room.

The board entered nonpublic session at 5:33 pm.

The board exited nonpublic session at 6:43 pm and returned to public session.

Chairman Dargie announced that while in nonpublic session no votes were taken, that various issues relating to the town administrator position were discussed, and that investigations of potential future actions relating to the town administrator position will be done in the coming days.

Selectman Freel moved and Selectwoman Dudziak seconded a motion to adjourn. All were in favor and the motion passed 5-0. The meeting was adjourned at 6:45 pm.

Minutes recorded by Paul Dargie

Paul Dargie, Chairman

Laura Dudziak, Member

Tim Finan, Vice-Chairman

Dave Freel, Member

Gary Daniels, Member

DRAFT
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
August 8, 2022

PRESENT: Paul Dargie, Member
Tim Finan, Member
Gary Daniels, Member
Laura Dudziak, Member
Dave Freel, Member
John Shannon, Town Administrator
Tina Philbrick, Executive Assistant
Andy Kouropoulos, Videographer

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS:
Chairman Dargie called the meeting to order at 5:30 p.m., introduced Board members, and then led the audience in the Pledge of Allegiance. Chairman Dargie announced that the Town Administrator has given his notice and his last day will be September 2, 2022.

2. APPOINTMENTS – (Approximate times)

5:30 p.m. – Fire Alarm Horn – Jennifer Fowler

The Fowler family is requesting the town discontinue the use of the fire alarm horn that is activated when there is an emergency call. They live close to the oval and when activated, their 12 year old autistic son has an extremely negative reaction which results in self harm when the horn goes off.

Chief Flaherty, Milford Fire Chief. This is a horn that has been used traditionally. With technology as it is today, it really is just that tradition. We have not blown it for about 6 weeks and there haven't been any complaints. Operationally it doesn't affect his department. He is leaving the decision up to the Board because the Town owns the whistle. He explained what it was previously used for.

Ray Anderson, Director of MACC Base said the whistle is just a piece of the process. It used to be used for school closing but hasn't been used for a long time. With technology we haven't been using it, and there really is no need to blast that horn for school closing. We haven't used the horn in 4 to 6 weeks and haven't noticed any difference. They get immediate notification to all emergency cell phones.

Chairman Dargie said historically, he's always like the horn. He would be in favor of eliminating the use of the horn because of the Fowlers situation.

Mrs. Fowler said they also like the horn, but the randomness of the horn is difficult. We work with our son on things that he has difficulty dealing with the randomness of the horn, his agitation is getting worse. He's running into walls and biting his arms. Mr. Fowler said they wouldn't ask if they didn't feel it wasn't needed.

Selectman Finan asked if there was an out of the norm use for it. Chief Flaherty said no. Chairman Dargie said it historically it was set off at 11:45 to notify factory workers of lunch. Selectman Freel feels that the 11:45 whistle should stay and get rid of the other fire calls. Mr. Fowler said his son hears it at school and he's been curled up on the floor of the principal's office. We know we are asking for a big thing. Mrs. Fowler said he is hurting himself and when he's at him, she physically puts him in the shower. They live close to the Middle School and he hears the horn during the day. We love the history of it. We wouldn't be asking if we felt it was needed.

Selectman Dudziak asked if there is any safety reason why we should keep it. Chief Flaherty said no. He doesn't have any concerns about not blowing the whistle. Director Anderson said he doesn't have any concerns if we were to stop using the horn. He gets the historical value and pre all of the apps that we now use he would hear it go off. He doesn't pay any attention to it now because he gets immediate notification on his cell phone. It doesn't have any bearing on our ability to get to an emergency.

Claire Brewer, a Milford Resident, asked if the Fowlers child reacts to other things like Fire trucks and Police vehicles. Ms. Fowler said he only has a reaction to the horn. It doesn't make sense to them; he doesn't get bothered by anything else. He told us it sounds like a girl screaming. We don't know how to get him to not respond that way. It's not a common noise to him. He can't connect the pieces. Claire Brewer said she loves the horn and she's noticed that it's been gone the last few weeks.

Selectman Freel said it should be put to a community vote. We should think about it as a whole town. Chief Flaherty said we've already made some concessions to some citizens and have not had any complaints. He is a parent and has some heart. He couldn't imagine going through what they are. If it's just a matter of suspending something and to see if it will help then we can do it.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 08/08/2022

63 Director Anderson said there used to be a siren on each corner of the building and when they broke, the town voted not to
64 replace them. It didn't change any anything. The horn doesn't have any bearing on emergency services.

65
66 Selectman Daniels said we also have a Paul Revere bell that was part of tradition of Milford and it's has also been stopped
67 because of deficiencies. He suggests recommending to the historical society to take the history of the horn and add it into
68 their historical tour and it would be a continued part of Milford's history.

69
70 Claire Brewer asked if they can put it as a survey to the citizens using survey monkey. Chairman Dargie isn't in favor of
71 that. Selectman Finan understands about tradition and the community also understands about compassion. We have an
72 opportunity to be compassionate at no cost. Maybe we can put it back on in a few years. It's the right thing to do. Tradi-
73 tions evolve constantly, they change. Selectman Dudziak is concerned about this opening up other things for children that
74 react negatively to other things. Selectman Finan said you can't turn off the police and fire sirens, or flashing lights, but this
75 we can do.

76
77 Selectman Freel said it should be put to the town. We can suspend it. Put it on the ballot for March and let the time decide.
78 It's Milford. He hears the dilemma and feels for them.

79
80 Tina Philbrick, a Milford resident, said is obvious that some of you have never worked with autistic children, she has and
81 it's difficult when they have a sensory issue. She hasn't heard the horn for weeks and she hasn't missed it. Many people
82 living around the Oval complain about the horn. If it isn't needed, then why not stop it. Maybe asked the Fowlers if you
83 can go to their house one day when the horn goes off and see the reaction for yourself. They also have other children that
84 they have to think of.

85
86 Doug Rick, a Milford resident, said he has tinnitus and the siren is one of the things that aggravate it more than anything
87 else. You can't protect yourself from it. It's noise pollution. It serves no use.

88
89 Amy Shannon, a Milford Resident, feels that the child deserves the respect and compassion of this town. She agrees with
90 what Ms. Philbrick said. It would only be fair to that child.

91
92 **Selectman Daniels made a motion to approve the request to discontinue the use of the Fire Alarm Horn. Seconded**
93 **by Selectman Finan. All were in favor. The motion passed 5/0.**

94
95 **5:45 p.m. – Request to Appoint Daniel Sadkowski to the Zoning Board of Adjustments as an Alternate Member –**
96 **Term Expires 2025**

97
98 Mr. Sadkowski has served on the Amherst Zoning Board as well as other committees and is requesting to serve on Mil-
99 ford's Zoning Board. The Zoning Board is in full support.

100
101 **Selectman Finan made a motion to approve Daniel Sadkowski to the Zoning Board of Adjustments as an Alternate**
102 **Member. Seconded by Selectman Daniels. All were in favor. The motion passed 5/0.**

103
104 **5:50 p.m. – Moose plate Grant Application Approval – Conservation Commission Member, Chris Costantino**

105
106 Andy Hughes, Conservation Chair said the State distributes Moose Plate grants to municipalities to support conservation.
107 The funds can be up to \$30,000. They are hoping to use it for a study on the BROX Community Lands. Chris Costantino,
108 Conservation Member said the end result will be a management plan to help guide the town in making a healthy decision
109 on the use of this property and protect the species out there.

110
111 Chairman Dargie said we know there are at least three endangered species out there. He doesn't feel we will get anything
112 out of this study. Ms. Costantino said it could give us more options. NH Fish and Game keeps saying that we can't do any-
113 thing out there.

114
115 Chairman Dargie said there have been some changes about what we can do at the Brox property. Having another study
116 won't help this. Ms. Costantino said she hopes that the end result will help. She's trying to find a way forward.

117

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 08/08/2022

118 Selectman Finan asked if the funds will have any strings attached. Ms. Costantino said no. They are asking for the funds to
119 create a management plan only. It's just a way to utilize best practice. Mr. Hughes said there is value in getting recommen-
120 dations on what it can be used for.

121
122 Chairman Dargie asked if there would be any mandatory outcomes on this. Ms. Costantino said no. Selectman Daniels
123 said he thought we had a plan already. He's concerned that putting something like this in will disrupt what's already been
124 done.

125
126 Mr. Palance, a Milford resident, said to do nothing is a non-starter. We have to look at what is possible in the future. This
127 will give us some options.

128
129 Selectman Freel asked why we would take money from the state for this. Chairman Dargie said it would be to hire some-
130 one to do the study. Selectman Dudziak said she doesn't understand why they wouldn't allow them to apply for a grant.
131 Selectman Finan said it isn't costing the town anything and this is what Conservation is supposed to be doing. It's free
132 money to do a study that lines up to what their charter is.

133
134 Chairman Dargie would be in favor of doing it after the AoT permit is resolved. Selectman Dudziak asked if there was a
135 deadline for this. Mr. Hughes said September 9, 2022. He thinks more information is better.

136
137 Chairman Daniels said the species there are well known. We know when we can't be there. This won't change what we
138 currently do now. Selectman Finan said it's rational to have a management plan. Selectman Dudziak agreed. Ms. Costan-
139 tino said the grant money has to be used by 2025. We need outside guidance about what the level of water should be in the
140 pond. Right now there is a conflict on how to manage it. Fish and Game threatened the outcome of the AoT process if we
141 don't

142
143 Selectman Finan asked if Ms. Costantino thought that doing this will affect the AoT permit. Ms. Costantino said she didn't
144 think so.

145
146 Selectman Dudziak said she doesn't see a reason why we should not do this. Administrator Shannon said it could give us
147 ammunition against NH Fish and Game. He sees it as a benefit. It is not tax payer money, it' money given from the sale of
148 the moose plates.

149
150 Lincoln Daley, Community Development Director asked Conservation to define the scope of the study. There is value in
151 having this money available after the AoT permit is issued.

152
153 Ms. Costantino the end result would be a management plan that would help us move forward. NH Fish and Game did a
154 field survey of how the animals are using that property and they haven't released it to us. Mr. Daley said it may be time to
155 revisit the master plan to assist the town with the long term development of that property.

156
157 Selectman Finan recommends allowing them to apply and then come back to us to review what they want to do with it.
158 Chairman Dargie said to apply they have to have the Board's ok. He will vote in favor in hopes that Conservation will keep
159 the AoT permit process in mind. Selectman Daniels said his concern is that if NH Fish and Game will see this being done
160 and not allow the AoT permit. He doesn't have a problem going after the grant but would like to see it after the AoT permit
161 is accepted.

162
163 Ms. Costantino said we can put this off another year; she just has time for it now. Selectman Freel would rather wait.

164
165 Selectman Dudziak asked if the entire Commission on board with going forward with the grant. Ms. Costantino said no
166 one said no. She has the same concerns as everyone else about the AoT permit. Our job is to understand the natural re-
167 sources of our town. This grant meets the criteria that we have. Mr. Hughes said we don't have to rush with this grant, it
168 won't expire until 2025.

169
170 **Selectman Dudziak made a motion to authorize the Conservation Commission to apply for the Moose plate Grant.**
171 **Seconded by Selectman Dargie. The motion passed 3/2 with Selectman Daniels and Freel opposed.**

172
173 **6:00 p.m. – Town Planner/Engineer – Community Development Director, Lincoln Daley and Public Works Director,**
174 **Leo Lessard**

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 08/08/2022

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Mr. Daley is requesting the town create a Town Engineer position to support the activities, essential functions, mandates, and expanding responsibilities of the Public Works Department and Office of Community Development. This position will benefit the Town by improving operational and technical engineering capacities for all departments and improve services to residents/development community. Further, the Town Engineer will provide cost effective engineering solutions associated with the planning, design, construction, and administration of capital improvement projects and the maintenance of Town infrastructure and environmental programs. Mr. Daley provided a draft job description.

The 2023 budget impact will be net neutral. They would reclassify the Public Works Highway Manager position and use existing departmental budgetary funds utilized for outside engineering consulting services, MS4 compliance, and related projects and revenue streams generated from transitioning from outside engineering consultant to in-house review/inspectional services for land use development projects and permits.

They are hoping to establish the position by October of this year and will need approximately \$35,000 to fund this position for the remaining quarter of this year. An ARPA funding request was submitted to the Board for consideration. The 2023 budgets would be adjusted for the both Departments to include the total annual cost of the Town Engineer position. Mr. Daley and Mr. Lessard explained why this position was needed.

Selectman Finan asked if this would impact the vacant planner position. Mr. Daley said it would remove much of the responsibility and allows that person to do many of the things that were put on the back burner because they didn't have time before. It would the Town Planner to work more closely with the Planning Board.

Selectman Daniels said he didn't have any objection to the position. He asked why Mr. Daley couldn't take from his budget to pay for the last quarter. He is concerned about using ARPA money for this. There is money in the budget now from vacant positions and you could use that instead of the ARPA money. Mr. Daley said money left in his budget has already been earmarked for other things. We also paid for an intern over the summer. We are looking for opportunities to fund this position. Having an Engineer start this year would allow us to go forward with a number of projects that are scheduled to start this year. Mr. Daley said it would fall under Public Works.

Administrator Shannon said the ARPA decision is scheduled for the next meeting. For tonight, we just need a decision to make a change from Highway Manager to Town Engineer. We may be able to find the money in the operating budget for maybe two month worth of engineer. The ARPA money can be used for Government Services and the Town Engineer falls under that. It may take 6 to 8 weeks to find someone. It's a specialized field.

Selectman Freel remembers Mr. Lessard saying he wasn't going to hire another highway manager. The MS4 thing came down and he thought it was so they could get another position. A lot has happened in the last 3 months. Mr. Lessard said he wasn't going to fill the highway managers position but he also said he wanted to leave it open for an engineer. There is about \$20,000 left over from the highway position after giving out raises. Finance Director, Paul Calabria will find out how much was used for outside engineering.

There was discussion about Mr. Daley including about \$10,000 in revenue. This usually goes into the general fund. Plans need to be checked. The engineer will be utilized full time. There is enough for a person to do. MS4 requires us to inspect all the culverts as an ongoing project. The person would do it in the summer and other things in the winter.

Selectman Daniels asked what the process would be going forward. Who is going to decide how much will be paid for this engineer and where the money will come from. Administrator Shannon said when they identify where the money will come from in the budget, they would be happy to bring that information to the Board.

Selectman Freel wants to know how much money they will save from out sourcing. Mr. Daley said the overall impact to the budget will be zero. Administrator Shannon said they will get a panel of people to interview the engineer.

Selectman Daniels made a motion to reclassify the Town Planner/Engineer Position with Department Heads returning to the Board to discuss salary and where the money is coming from for the remainder of this year. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

231 6:15 p.m. – 1st Public Hearing to Update the Current Stormwater Ordinance, Chapter 5.32 – Community Develop-
232 ment Director, Lincoln Daley
233

234 **Chairman Dargie opened the public hearing.**
235

236 Mr. Daley provided an overview of why the update is needed. The Town’s current stormwater regulations were adopted in
237 2007 and do not meet the current technical requirements for stormwater retention and treatment and references are outdat-
238 ed. The ordinance would impact/apply to developments that disturb 43,560 square feet or larger, (1 acre). Mr. Daley re-
239 viewed highlighted changes to the original document. Engineering analysis and cost would depend on the size of the prop-
240 erty and the type of the property. This permit is an unfunded mandate. GIS coordinates and files are required and Commu-
241 nity Development can help the land owners with that. The waiver process applied to properties under 1 acre and because of
242 the increase, it’s mute. The MS4 permit requires that the minimum threshold that a town or city can actually adopt is up to
243 1 acre. This draft was done with our consultant, the Community Development Office, the Planning Board and Conservation
244 Commission.
245

246 Katherine Kokko, a Milford resident, asked how this ordinance affects agriculture. She read the definition of Best Man-
247 agement Practices on page three of the ordinance as a “structural or non-structural device designed to temporarily store or
248 treat urban stormwater runoff in order to mitigate flooding, reduce pollution and provide other amenities”. Ms. Kokko
249 asked who was making that decision, what is the criteria and how are people managing farmland supposed to respond to
250 that. Mr. Daley said that New Hampshire has several best management practices in place. The guide, 7:16 New Hampshire
251 Best Management Practices for erosion control on timber harvesting operations and also Best Management Practices for
252 Agricultural New Hampshire, revised in 2019. Each one has a very detailed explanation of what Best Management Practic-
253 es are for those two industries.
254

255 Ms. Kokko said then someone making changes to their land is expected to come to the town of Milford to seek permission
256 and an exemption under this and have their management practices evaluated. Her example was someone having an acre of
257 brush and wanting to put hay in instead. Assume that they have to even out the land by grading. Mr. Daley said hopefully
258 their consulting engineer would evaluate the initial permit and offer guidance on the impact of that use based on the
259 Best Management Practices provided by the state. Ms. Kokko said she will have follow-up questions at the next meeting.
260 There will need to be different processes in place.
261

262 **Chairman Dargie closed the public hearing.** The next public hearing will be held on August 22, 2022.
263

264 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)**
265

266 Chris Labonte, a Milford resident, asked if MIT was still on-going. He referenced a donation that the Board accepted two
267 weeks ago for completion of the Granite Stage Project from the Amato Family Fund/NH Charitable Foundation - \$5,000 to
268 MIT. He sees nothing as far as schedules or minutes on the town’s website. Tina Philbrick, Executive Assistant to the
269 Town said if Mr. Labonte had any questions, he could follow up with Ken Chappell as he was part of that organization.
270 The Town doesn’t get anything here from that organization.
271

272 Mr. Labonte doesn’t understand how you give someone money that doesn’t exist. Chairman Dargie said its unfinished pro-
273 ject and the disbanding is a year old but they are trying to wind down. It’s still a legal entity with a treasurer and a check
274 book. They are the ones that did the stage and are finishing up their operations. Selectman Freel said they don’t have to
275 have meetings. Chairman Dargie said they should have meetings once a quarter. He has no concerns about accepting the
276 money. Administrator Shannon talked to Mr. Chappell about this.
277

278 Katherine Kokko, asked about public meeting last week, she hasn’t seen the minutes? Chairman Dargie said he’s working
279 on them. Ms. Kokko reminded the Board that they were late. She also asked if all public meetings could be posted on the
280 town’s website and facebook page. She asks that the Board ask Administration to make this change to encourage more
281 public awareness.
282

283 Selectman Dudziak said the purpose of public comments is for the public to comment. It isn’t a question and answer ses-
284 sion. If they have questions, the appropriate time to ask them would be during the two weeks prior to the meeting by con-
285 tacting Town Administration. Ms. Kokko said she asked and the Town Administrator didn’t respond. Selectman Dudziak
286 said we shouldn’t be answering questions. If you have a question, you should be on the agenda. Ms. Kokko said it’s clear
287 that there isn’t an interest in obtaining more public participation.

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Claire Brewer, a Milford Resident supports what Ms. Kokko is asking. The more people that see this the more involved they will be. The web site isn't user friendly.

4. DECISIONS

a) CONSENT CALENDAR

1. Approval of Intent to Cut, Map 5 Lot 18, Hartshorn Mill Road
2. Acceptance and Appropriation of Gifts of Property under \$5,000 (31:95(e)) – 14 Craftsman 5 gallon latching buckets for the Milford Fire Department from Lowe's - \$167.72

Selectman Daniels made a motion to approve Consent Calendar as presented. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

b. OTHER DECISIONS

N/A

5. TOWN STATUS REPORT –

a. Town Status – Town Administrator

1. **ARPA Funding** - The town staff along with the Water and Sewer Departments and the Wadleigh Library has prepared a list of possible projects on which the remaining American Rescue Plan Act (ARPA) funding may be used. The BOS will make their decisions based on information provided by a project's sponsor and the current list can be found on the town website under the '2023 Budget' tab. The second tranche of funding in the amount of \$859,030.92 was received on August 2nd. It will be noticed and accepted at the August 22nd BOS Meeting.
2. **FY23 Budget Cycle Schedule** - The FY 2023 Budget Cycle Timeline has been developed by Town staff in cooperation with the Budget Advisory Committee. It can be found on the town's website by clicking on the '2023 Budget' tab. Department Heads have received the first draft for review and will meet individually with the TA and Finance Director in the next few weeks. Other information concerning the budget process will be placed in the same location as it becomes available.
3. **Keyes Park Swimming Pool** – The pool will remain open until August 18th at 7:00 pm.

6. DISCUSSIONS

1. Traffic Safety Recommendation for Savage Road and McGettigan Road

The Traffic Safety Advisory Committee (TSAC) held a meeting July 26 pertaining to Savage Road and McGettigan Road. Placing a stop sign westbound in that intersection is not recommended. Options recommended are:

- Post a Cross Road Intersection (W2-1) sign (aka, intersection ahead sign) along the Savage Road westbound approach at the appropriate location between Clark Road and 441 Savage Road.
- Stripe double yellow centerlines along the four legs at and in the vicinity of the intersection within Town of Milford jurisdiction.
- Trim vegetation on the corners of the intersection within the Town of Milford's right-of-way as needed to improve sightlines.
- Post supplemental plaques to support the existing STOP signs indicating that three of the approaches are under stop control
- Increase Milford Police presence at the intersection and along Savage Road east of the intersection.

Selectman Dudziak made a motion to approve the recommendations of the Traffic Safety Recommendation. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

Leo Lessard said the vegetation has already been cut, he extended the yellow lines in both directions and he has a cross sign that he can put up.

343 **2. BOS Committee Appointments: SAU40 Steering Committee and Town Compensation Committee**

344 Chairman Dargie volunteered to be on the SAU40 Steering Committee and Selectman Finan volunteered to be on the Town
345 Compensation Committee. Lincoln Daley, Community Development Director asked if he could sit in on the SAU40 Steering
346 Committee as well.
347

348
349 Chairman Dargie would like to be appointed to the SAU40 Steering Committee. Selectman Finan would like to be ap-
350 pointed to the Compensation Committee.
351

352 **3. Federal Hill Cost – Captain Frye**

353
354 Captain Frye presented the Board with costs associated with new and upgraded communications for the new U.S Cellular
355 monopole, located on Federal Hill. Vendors have agreed to hold the prices if we create purchase orders. He asked that the
356 Board approve the prices to avoid additional costs. He also asked the Board to approve of some of the ARPA Funds and
357 the Sole Sourcing of the companies listed below for the completion of the Milford Emergency Services radio communica-
358 tions upgrade located at Federal Hill, Crown Castle and MACC Base. He asked the Board to sole source several companies;
359 we are already using 2-Way and Motorola for the other cell tower.

- 360 •The use of the ARPA funds- \$312,469.00
- 361 •Sole source 2-Way and Motorola, County Store Engine House, Ciardelli Fuel.
- 362 •Approve Wilson Electric as the Electrician for this project; this company was the only company that provided an estimate.
363 Two other companies denied the project.
364

365 **Infrastructure cost for Federal Hill cell tower site**

366 Cost for 2-Way Communications

- 367 • \$186,286.16

368 Equipment cost from Motorola, for Federal Hill Cell Site, MACC Base, Crown Castle Cell Site

- 369 • \$205,885.83

370 Cost for Generator- Generac from County Stores

- 371 • \$2,098.50

372 Cost for Propane connection- Ciardelli Fuel

- 373 • \$1,200.00 plus \$500.00 for fuel- \$1,700.00

374 Cost for electrical connections

- 375 • \$ 10,000.00

376 Total cost for Federal Hill Project= \$405,970.49

377 Surplus from MACC Base

- 378 • - \$93,501.82

379 Cost less the surplus to be covered by 2022 ARPA funds- \$312,468.67
380

381 The Board decided to wait until the ARPA money is accepted at the August 22nd meeting and they will discuss this at that
382 point.
383

384 Chris Labonte, said we sole sourced because it was an emergency. Why is there a need to sole source if this is the second
385 phase. What would be the harm of putting it out to bid. Chairman Dargie said we want the same equipment. Administra-
386 tor Shannon said he feels it would best to go with what we had. Captain Frye said it would keep everything the same with
387 the same support for both places.
388

389 Mike Thornton, a Milford resident, said he heard rumors that the state levy cost for using the Federal Hill tower. Captain
390 Frye said the state hasn't decided what they are going to do.
391

392 Ms. Kokko, clarified that the ARPA funds are related to putting equipment on a tower at Federal Hill. Captain Frye said
393 yes. Ms. Kokko asked if we know what we are going to have to pay for using that tower. Captain Frye said they are not
394 sure if we are going to have to pay anything. Ms. Kokko asked if putting equipment on the tower constitute a long term
395 obligation. Captain Frye said not at this time. Administrator Shannon said if there ends up being a long term lease, we will
396 put a warrant article in just like we did this year. Ms. Kokko said the procurement policy has a purpose and objective and
397 there is a reason that it's out there. Her impression is that the Board tends to lean towards sole sourcing because it feels like
398 it's the easiest solution.
399

400 7. PUBLIC COMMENTS. (Regarding items that are not on the agenda) There were no comments at this time.

401

402 8. SELECTMEN’S REPORTS/DISCUSSIONS

403 a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES

404

405 b) OTHER ITEMS (that are not on the agenda)

406

407 Selectman Daniels made a motion to place all public hearings on the web site. Seconded by Selectman Free. All
408 were in favor. The motion passed 5/0.

409

410 9. APPROVAL OF FINAL MINUTES - Selectman Freel moved to approve the minutes of July 25, 2022 as amend-
411 ed. Seconded by Selectman Daniels. All were in favor. The motion passed 5/0.

412

413 10. INFORMATION ITEMS REQUIRING NO DECISIONS.

414 a. N/A

415

416 11. NOTICES. Notices were read.

417

418 12. NON-PUBLIC SESSION – Selectman Daniels made a motion to go into non-public under in Accordance with
419 NH (RSA 91-A:3, II(b)) – Personnel. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

420

421 Selectman Freel made a motion to exit non-public. Selectman Dudziak seconded. All were in favor. The motion
422 passed 5/0.

423

424 Selectman Daniels moved and Selectman Finan seconded to seal the non-public minutes under Reputation. The
425 minutes were sealed under reputation because it would affect adversely the reputation of any person other than a
426 member of this board. In non-public, the Board discussed a personnel matter and made 2 decisions.

427

428 13. ADJOURNMENT: Selectman Freel moved to adjourn at 8:40. Seconded by Selectman Dudziak. All were in fa-
429 vor. The motion passed 5/0.

430

431

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435 _____
Paul Dargie, Chairman

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437

438 _____
Tim Finan, Vice-Chairman

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440

441 _____
Gary Daniels, Member

Laura Dudziak, Member

Dave Freel, Member

